

**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 Thursday, May 12, 2005, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 8:30 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Barbara Danz, President; Tony Stefani, Vice President; Janet
7 S. Grant; Jon Northrop; Virginia Quinan

8 Directors Absent: None

9 Staff Present: Cara Guynup, District General Manager; Jancis Martin, Recording
10 Secretary; Buz Bancroft, District Maintenance Supervisor

11 Guests Present: Peter Graf/AMEA; Al Pride/AME; Bryce Keller/North Tahoe Fire
12 Protection District

13 **2. PUBLIC PARTICIPATION**

14 None.

15 **3. CLOSED SESSION:** Gov't Code Section 54957: Employee Appointment. Title:
16 General Manager. Review contract for General Manager. The Board met in
17 closed session from 8:33 a.m. through 8:40 a.m. The Board agreed in principle
18 to approve the contract for the General Manager, the action itself to follow shortly
19 (see agenda item 4C).

20 **4. ITEMS FOR BOARD DISCUSSION & ACTION**

21 **A. Financial Report:**

- 22 Mike Dobrowski, District CPA, participated in discussion of this agenda
23 item by telephone. He provided an oral summary:
- 24 • On a year-to-date basis, the District's net income is \$42,000 less than
25 the prior year.
 - 26 • Mike will work this month with Pam to send delinquent accounts to the
27 County for collection.
 - 28 • On a year-to-date basis, the District's net income is \$55,000 below
29 budget, mainly due to the cut in property tax revenues from the
30 County.
 - 31 • The District's cash position has increased from the prior year by
32 \$63,000.
 - 33 • In the month of April, the District deposited \$124,000 of property tax
34 revenues.
 - 35 • There is an issue with the District's Nevada bank. It has no California
36 branches and it is imperative that the District establish a banking
37 relationship with a bank licensed to operate with California
38 government agencies such as ASCWD.
 - 39 • President Danz requested that Mike provide a forecast. Mike said
40 that he anticipated a small net loss for the year of about \$18,000.
 - 41 • Director Grant asked if the District received the expected amount in
42 taxes. Mike said no, that taxes were reduced by \$50,000-60,000.
 - 43 • Director Grant commented that the Staff has been doing a great job of
44 keeping expenses down for the year. President Danz agreed. Mike
45 commented that, on a year-to-date basis, the District has cut \$36,000
46 in expenses since the prior year and is running under budget.
 - 47 • In response to a question from Director Grant, President Danz and
48 Mike described how the budget accounted for the change in the
49 contract with NTFPD.

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- 1 • Director Grant also commented that the District grossly
2 underestimated the cost of utilities. Mike agreed and said a better job
3 would be done in next year's budget.
- 4 i. **Financial Statements – April 30, 2005:** Director Grant made a
5 MOTION that the Board approve the financial statements as
6 presented. Director Northrop SECONDED the motion. All Directors
7 being in favor, the motion was APPROVED.
- 8 ii. **Expenses Paid & Payable – May 4, 2005:** The Directors reviewed
9 the monthly check register. Director Quinan asked about check 2959
10 to HDR/EES. Mike said it was one of many checks that had been
11 made out to that company. He said the District was under budget on
12 HDR/EES (Rate Study Consultant) contract. Director Northrop made
13 a MOTION that the Board approve the Expenses Paid & Payable,
14 checks 2931 through 2967 and check 21833. Director Quinan
15 SECONDED the motion. All Directors being in favor, the motion was
16 APPROVED.
- 17 **B. Approval of Minutes for Recent Board Meetings:**
18 **Regular Board Meeting, April 8, 2005:** Director Grant made a MOTION
19 that the Board approve the minutes of the April 8, 2005 Regular Board
20 Meeting. Director Northrop SECONDED the motion. In discussion, there
21 were two changes proposed:
22 • Page 2, lines 20-21: replace “one or two of the snowmaking wells”
23 with “well R1 or well R2”
24 • Page 5, line 45: replace “next Board meeting” with “bill is received”
25 Director Grant made a motion to AMEND the motion as indicated.
26 Director Northrop SECONDED the motion to amend. All Directors being
27 in favor, the amended motion was APPROVED.
- 28 **C. General Manager Contract:**
29 Director Quinan made a MOTION that the Board approve the
30 employment agreement for the District's new General Manager, Cara
31 Guynup. Director Northrop SECONDED the motion. All Directors being
32 in favor, the motion was APPROVED.
- 33 **D. Resolution 3-2005: Requesting Collection of Charges on Tax Roll:**
34 This Resolution is required by the County every year. Resolution 3-2005
35 authorizes the County to collect delinquent District accounts. Director
36 Grant made a MOTION that the Board adopt Resolution 3-2005. Director
37 Stefani SECONDED the motion. Roll was called to approve the
38 Resolution. Ayes: President Danz, Directors Grant, Northrop, Quinan and
39 Stefani. Nays: none. The Resolution PASSED.
- 40 **E. Rate Increase Notices:**
41 The Board reviewed two alternative rate increase notifications to be sent
42 to the Tahoe World. The Budget & Finance Committee felt that, since all
43 the necessary details had already been mailed to District customers and
44 since the newspaper notification was to be published multiple times, the
45 notification posted in the newspaper could be a short summary, avoiding
46 elaborate detail. Director Quinan made a MOTION that the Board use
47 version 1 for the newspaper. Director Stefani SECONDED the motion.
48 All Directors being in favor, the motion was APPROVED. Peter Graf
49 asked about the history of the snowmaking wells and the contract

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1 associated with them. Director Grant gave a brief summary of the history
2 of the snowmaking wells and the contract with the ski area. Director
3 Quinan asked when the wells were put in; Buz replied that it was in 1991
4 or 1992.

5 **F. Rate Increase Ordinances:**

6 The Board received copies of the rate increase ordinances that District
7 counsel developed for garbage and sewer, and that the Board plans to
8 adopt at the June Board meeting. President Danz requested that the
9 Directors review the ordinances for action at next month's Board meeting
10 but said that no action would be taken at this time. Director Grant said
11 that on page 2, item 7, the last sentence was not correct. President Danz
12 suggested that "is final" be replaced by "may be appealed to the Board".
13 In the second ordinance, section 8 item g needs the same change as
14 suggested for the first ordinance.

15 **G. Update by Subcommittee Regarding Engineering Services for**
16 **Snowmaking Well Modifications:**

17 President Danz contacted Wally Auerbach to tell him the results of last
18 month's meeting. She notified him of the of the Board's preferred
19 alternative and that the Board looked forward to receiving a revised
20 proposal from him. Manager Guynup should be receiving a revised
21 proposal soon; she will bring it to the Board for approval, hopefully at next
22 month's Board meeting.

23 **H. Request for Easement Abandonment by Christopher Viale:**

- 24 • The request is for an encroachment or abandonment of District
25 easements at Lot #13, 1437 Juniper Mountain Road. The owner
26 needs to encroach on the easement to construct a proposed
27 residence. Buz reported that Staff sees no problem with abandoning
28 the easement. There are already homes on the same road that have
29 encroached on their equivalent easements. The District has no
30 equipment in the easement.
- 31 • President Danz did not like the concept of abandoning District assets,
32 and especially did not like for the Board to take action without
33 adequate documentation of the abandonment. She requested that
34 Manager Guynup prepare a letter to the Board ratifying the decision
35 so that there would be documentation as to the Board's action, as
36 opposed to the Board taking action based only on a verbal
37 authorization.
- 38 • Chief Keller commented that there are two paths that can be followed
39 with respect to such easement abandonment requests. One is a
40 redefinition of the property with the County, based on abandonment of
41 the easement. The other is a variance request, which is essentially
42 an encroachment, and action is taken upon the request with respect
43 to the submitted site plan. If the second path were followed, the
44 District would still own the easement but would grant the property
45 owner the authorization to encroach based on the plan submitted.
- 46 • Director Stefani made a MOTION that the Board approve
47 encroachments into the District's Public Utility Easement and
48 Multipurpose Easement on Lot #13, 1437 Juniper Mountain Road to
49 be followed by proper paperwork from the owner or the owner's

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1 representative. Director Northrop SECONDED the motion. All
2 Directors being in favor, the motion was APPROVED.

3 **I. Fire Department Report**

4 Chief Keller reported on the activities of North Tahoe Fire Protection
5 District, with special regard to those which impact Alpine Meadows:

- 6 • Monthly Dispatch Report: Chief Keller briefly discussed the report.
7 The main item of interest was the response to a suspected gas leak.
- 8 • Community Fire Plan: Chief Keller welcomed Manager Guynup to the
9 District. He said he would arrange a meeting between NTFPD and
10 Manager Guynup to decide upon a potential date for a public meeting
11 to be held in the evening some time around the second week in June.
12 The contractor is ready and eager to move forward and would like the
13 meeting held as soon as possible. This is considered a preliminary
14 meeting; there may be one or two further public meetings as the plan
15 matures and there will be a final public meeting when the plan is
16 finalized. Director Stefani asked when federal funds would be
17 available to implement the plan. Chief Keller said that unfortunately
18 Alpine Meadows was a relatively low priority so funding was not
19 assured in the near future. But the plan is important so that
20 homeowners' groups have an idea for how to proceed with hazard
21 mitigation in their common areas, etc. President Danz asked what
22 sort of material would be available to the public prior to the meeting.
23 Chief Keller said about a one page background and summary would
24 be available in the form of a press release. Manager Guynup asked
25 who was paying for the contractor and for the public meetings. Chief
26 Keller said the funds were partially from the County and partially from
27 a contract between the District and NTFPD, and that the funds had
28 already been encumbered so there were no new costs associated
29 with the upcoming meetings or ongoing contractor work.

30 **At this point, the Board skipped ahead in the agenda to the Fire Committee**
31 **report to take advantage of Chief Keller's presence.**

32 **4.M.iv Fire Committee:** There has been no meeting in the past month. But
33 Director Stefani met with Chief Whitelaw to discuss services provided by
34 NTFPD to the Valley. Ideas include a merger with or annexation by
35 NTFPD, contracting with Squaw Valley's paramedics, or staffing the fire
36 house for the summer season. Currently NTFPD has an exclusive
37 contract to provide paramedic and ambulance services to the Alpine
38 Meadows. President Danz proposed putting the topic on the agenda for
39 the June Board meeting.

40 **The Board took a break from 10:21 a.m. to 10:31 a.m.**

41 **J. Operations & Maintenance Department Report:**

42 Buz Bancroft provided a written report that included status updates on
43 water, sewer, garbage and other services provided by the District.

- 44 • Staff has been busy with snow removal (hydrants and shop/office
45 area), water samples, vehicle repair and maintenance, administrative
46 work, maintenance of chlorinators, budget.
- 47 • Water infiltration of the sewer system is higher than usual.
- 48 • There were two positive samples from Springs 2 and 4. These
49 springs are sampled together where they enter the distribution

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1 system. Three days later, a repeat sample came up negative, but
2 three days after that a sample came up positive again. The State
3 Health Department is concerned about the reoccurrence of the
4 positive samples. Their feeling is that there should be no
5 contamination coming from the ground water itself so there may be
6 contamination in the spring heads or in tanks. When the snow melts,
7 Staff will sample the springs separately at the spring heads and will be
8 able to ascertain which spring is yielding the positive sample. The
9 State may require that the District continue chlorination through the
10 fall, rather than stopping in June as Staff had hoped.

- 11 • Staff is aiming to open the park Memorial Day weekend, two weeks
12 from now, but Buz isn't sure enough snow will have melted by then to
13 allow the entire park to open, it may be possible to open only the
14 tennis courts. Staff may need direction on which parts of the park to
15 declare open and may have to post some sections (the pond, for
16 instance) off limits. The Board directed Buz to not open the park until
17 everything is ready to ensure that the grass is not damaged. Some of
18 the Aspens were damaged by the late heavy snows so Buz will ask a
19 tree specialist for advice on how to care for them.

20 **K. Manager's Report:**

21 Manager Guynup provided a verbal report of her activities during the past
22 five days as well as planned future activities. She expressed her
23 pleasure to be working for the District and to be meeting with the Board
24 today. During the past week, she has met with Staff, the District CPA,
25 President Danz and the Budget & Finance Committee. She has
26 tentatively scheduled the budget audit for the week of September 12,
27 which will allow the Board to be presented with the report at the
28 November meeting. She will be meeting with Lumos & Associates, Inc. to
29 find out the status of current projects (i.e., long range plan and system
30 mapping).

31 **L. TTSA Report:**

32 Director Northrop reported that the plant expansion is a little ahead of
33 schedule, that the plant is operating properly and that the TTSA Board
34 passed a resolution commending John Shaw for his dedicated service to
35 the TTSA Board.

36 **M. Committee/Department Reports**

- 37 i. **Long Range Planning Committee:** The May meeting was cancelled.
38 The Committee will meet in June.
- 39 ii. **Budget & Finance Committee:** Director Danz presented a written
40 report of the Committee's actions over the past month with detailed
41 discussions of the following items:
 - 42 a. **Revisions to Policy 2.11.0, Rate Change Procedure:** President
43 Danz asked the Board to review the revised Policy 2.11.0. The
44 only modifications are 1) that rate changes are not only posted
45 twice in newspaper, but are also published in the newspaper
46 within 15 days after the rate change is adopted by the Board and
47 2) the title change. The Committee recommends approval of the
48 revised Policy. President Danz made a MOTION that the Board

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- 1 approve the revised procedure. All Directors being in favor, the
2 motion was APPROVED.
- 3 b. **Treasurer's report:** The Treasurer submitted a written
4 Treasurer's Report, which was included in the Board packet. The
5 Treasurer will be sending "mini requests for approval" to various
6 financial institutions to see about improvements in current rates
7 and obtaining a line of credit; a copy of his letter to the financial
8 institutions was provided to the Board.
- 9 c. **Alternatives to First Independent Bank of Nevada:** The bank
10 discovered that they are not allowed to provide banking services
11 to the District because the bank is not licensed to provide banking
12 services in California and the District is a government agency.
13 Based on the recommendation of the District CPA and Treasurer,
14 the Committee approves the transfer of funds from First
15 Independent Bank of Nevada to Bank of the West. President
16 Danz made a MOTION that the Board authorize the transfer of
17 funds from First Independent Bank of Nevada to Bank of the
18 West. All Directors being in favor, the motion was APPROVED.
- 19 d. **Revisions to Policy 2.20.0, Investment Policy:** Reference to the
20 First Independent Bank of Nevada was removed from the Policy
21 and the title was changed. The Committee approves the
22 revisions. President Danz made a MOTION that the Board adopt
23 the revisions to Policy 2.20.0. All Directors being in favor, the
24 motion was APPROVED. Next month, a new Investment
25 Resolution will be brought to the Board for approval to replace a
26 2001 Investment Resolution.
- 27 e. **Timetable and progress of implementation of rate increases:**
28 No discussion.
- 29 f. **Requests from customers for adjustments to their bills:** None.
- 30 g. **Requests for unbudgeted expenses:** The Committee
31 recommended approval of the following unbudgeted expenses:
32 • \$3,000 for the purchase of a laptop computer for use by
33 Manager Guynup
34 • \$600 for the rate increase newspaper notices
35 President Danz made a MOTION that the Board approve the two
36 listed unbudgeted expenses. All Directors being in favor, the
37 motion was APPROVED.
38 In addition to these unbudgeted expenses, the Committee
39 authorized Manager Guynup to allot \$100 for petty cash to give
40 change to customers who wish to purchase a park pass, with the
41 proviso that adequate controls be implemented. The Committee
42 also authorized Manager Guynup to investigate obtaining a
43 District credit card through a State program for government
44 agencies which does not charge an annual fee and has a 45-day
45 billing cycle.
- 46 h. **Status of 2005-2006 budget:** The Committee met with Staff on
47 Tuesday to go over the budget. There will be at least one more
48 iteration of the budget with Staff before it is ready to be presented
49 to the Board.

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- 1 i. **Next meeting:** Thursday, June 9, 2005, at 8:30 a.m.
- 2 iii. **Administration and Personnel Committee:** No meeting.
- 3 iv. **Fire Committee:** Discussed earlier in the meeting.
- 4 v. **Park, Recreation and Greenbelt Committee:** No meeting.
- 5 **N. Open Items:** The Board reviewed the status of outstanding action items
- 6 from prior Board meetings including:
- 7 • At the April Board meeting, Director Quinan suggested that the Board
- 8 acknowledge Lowell Northop's service to Alpine Meadows in some
- 9 form. President Danz solicited suggestions as to what form the
- 10 acknowledgement might take. Directors Quinan and Northrop
- 11 suggested naming the horizontal wells after him and making a plaque
- 12 detailing his contributions to the Valley (wells, roads, ski lifts). Peter
- 13 Graf and Director Quinan said they would work on obtaining the
- 14 appropriate information for the plaque or certificate, with the idea that
- 15 it could be framed and displayed at the District office. President Danz
- 16 requested that Director Quinan and Peter Graf come up with a
- 17 recommendation for how the information would be displayed.
- 18 Progress on development of the acknowledgment will be reported at
- 19 the July Board meeting.
- 20 **O. Correspondence to the Board:** None.
- 21 **5. CLOSED SESSION:** None at this time, although the Board went into closed
- 22 session earlier in the meeting (item 3).
- 23 **6. DIRECTORS COMMENTS:**
- 24 • Director Quinan reminded the Board that it was determined during the April
- 25 Board meeting that District high water consumers are not being notified about
- 26 their high water use. Manager Guynup has the issue on her list to work on.
- 27 • President Danz asked the Administrative & Personnel Committee to meet,
- 28 review objectives for next year with Manager Guynup and give a presentation
- 29 at the June or July Board meeting.
- 30 • President Danz asked the Directors to check their calendars for June. There
- 31 will probably have to be a Special Board meeting in June to approve the
- 32 budget. Manager Guynup will coordinate the meeting with the Directors for
- 33 the week of June 26th.
- 34 • President Danz asked Directors for newsletter items. The list will include
- 35 notification about the park opening, passes, etc.; an article about defensible
- 36 space; an article with alarm company information; an article describing the
- 37 current status of fire protection services; and an article about bears in the
- 38 dumpsters.
- 39 • President Danz said the Board should send its condolences to John Shaw
- 40 and his family on the death of his father. She will get a card for the Directors
- 41 to sign.
- 42 • President Danz extended an invitation to the meeting attendees to attend a
- 43 gathering at her home tonight.
- 44 • The next Parks, Recreation and Greenbelt Committee meeting will be held
- 45 June 2, 2005, at 8:00 a.m.
- 46 • The next Regular Board meeting will be held Friday, June 10, 2005, at 8:30
- 47 a.m. Director Stefani mentioned that he might have to call in to the meeting,
- 48 rather than attending in person, depending on the duration of his mother's
- 49 recovery from surgery.

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- 1 • Director Grant suggested that Manager Guynup might wish to attend the
- 2 upcoming CSDA meeting.
- 3 • Manager Guynup asked if the Directors would like to have email from their
- 4 official ASCWD email addresses forwarded to their personal email
- 5 addresses. All Directors agreed. She said she would arrange for the email
- 6 forwarding.

7 **7. ADJOURNMENT**

8 There being no further business before the Board, the meeting was adjourned at

9 11:28 p.m.

10

11

12

13 | Respectfully Submitted,

Approved 6-10-05

14

15

16

17 Jancis Martin

18 Recording Secretary