

**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, June 10, 2005, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road

1       **I. CALL TO ORDER**

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

3       **II. PLEDGE OF ALLEGIANCE**

4       Those attending joined in reciting the Pledge of Allegiance.

5       **III. ROLL CALL**

6       Directors Present: Barbara Danz, President; Tony Stefani, Vice President, via  
7       teleconference until 9:30 a.m.; Janet S. Grant; Jon Northrop; Virginia Quinan

8       Directors Absent: Director Stefani after 9:30 a.m.

9       Staff Present: Pam Zinn, Recording Secretary; Cara Guynup, District General  
10       Manager

11       Guests Present: Al Pride/AMEA; Bryce Keller/NTPFD; Robert Nichols/  
12       Resident; Tom Asher/Resident; Mark Hadley/Resident; Tim Taylor/Auerbach  
13       Engineering Corp.; Peter Graf/AMEA; Dick Genest/AMEA; Merritt Cutten/  
14       Resident

15       **IV. PUBLIC COMMENT**

16       Tom Asher said he attended the meeting because of the notice of the rate  
17       increases. He asked if the Board planned to address this item. President  
18       Danz stated it is on the agenda and there will be an opportunity at that point  
19       for discussion and clarification. Robert Nichols asked if the Board planned to  
20       vote on the rate increase at this meeting. President Danz answered yes.  
21       Robert Nichols asked if the rate increase will be adopted for all years through  
22       2008. President Danz stated that the Board could vote to adopt all annual  
23       increases since the public had been notified, but it may or may not choose to  
24       do so.

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

26       **A. Financial Report**

27       Mike Dobrowski, District CPA, participated in discussion of this agenda  
28       item by telephone. He provided answers to questions from Directors.

- 29       • Director Grant asked about the District's available cash resources.  
30       She asked if the amount available for operations is \$325K, which  
31       is \$600K, less \$124K (reserved for capital outlay), less \$137K  
32       (garbage charges) and less \$30K (COP payments). President  
33       Danz responded yes.
- 34       • Director Grant also asked where the expense for the Board  
35       secretary is recorded. President Danz answered that it is recorded  
36       in the Consultants account.
- 37       • Vice-President Stefani asked how this year's bottom line  
38       compares to last year's. Mike Dobrowski responded that the  
39       District should anticipate a loss of approximately \$20,000. Last  
40       year, the District recorded a profit.

41       **Financial Statements – May 31, 2005:** Director Quinan made a  
42       MOTION that the Board approve the financial statements as presented.  
43       Director Northrop SECONDED the motion. All Directors being in favor,  
44       the motion was APPROVED.

45       **Expenses Paid & Payable – June 3, 2005:** The Directors reviewed the  
46       monthly check register. Director Northrop made a MOTION that the Board  
47       approve the Expenses Paid & Payable, checks 2968 through 3000 and

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1 checks 21834 through 21846. Director Quinan SECONDED the motion.  
2 All Directors being in favor, the motion was APPROVED.

3 **B. Approval of Minutes**

4 **Special Board of Directors Meeting April 6, 2005:** Director Grant made  
5 a MOTION that the Board approve the minutes of the April 6, 2005,  
6 Special Board of Directors meeting as submitted. Director Northrop  
7 SECONDED the motion. All Directors being in favor, the motion was  
8 APPROVED.

9 **Regular Board of Directors Meeting May 12, 2005:** Director Grant  
10 made a MOTION that the Board approve the minutes of the May 12,  
11 2005, Regular Board of Directors meeting as submitted. Director Northrop  
12 SECONDED the motion. All Directors being in favor, the motion was  
13 APPROVED.

14 **The Board skipped to the Fire Committee report at this point.**

15 **O. iv. Fire Committee:**

16 Director Stefani gave a brief overview of the Fire Committee's meeting  
17 on June 1, 2005. The main item of discussion was defining the goals  
18 and alternatives for fire and emergency medical services in Alpine  
19 Meadows. The Committee discussed various ideas for improving the  
20 valley's current level of service. The Committee report by Director  
21 Stefani stated that all members of the Committee were in full  
22 agreement that the current level of service is not satisfactory. Director  
23 Quinan, who is a member of this Committee, stated that she never  
24 agreed to that statement and said she is satisfied with the current  
25 level of service. She stated that she is opposed to annexation.  
26 Director Quinan stated that, even though she is against annexation,  
27 she is not opposed to finding other means to improve the level of  
28 service. Director Quinan made a resolution [sic] to eliminate  
29 annexation as one of the alternatives. Director Grant stated that the  
30 Board should evaluate all alternatives. Director Stefani stated that,  
31 before pursuing specific alternatives, the Board should decide what  
32 level of service is required. The Committee listed several alternatives,  
33 including annexation by NTFPD and contracting with Squaw Valley for  
34 fire services.

35 Director Stefani reported that Chief Whitelaw met with Mike Boyle  
36 (Office of Emergency Services for Placer County) who suggested that  
37 the Board schedule a meeting that would include representatives from  
38 Squaw Valley, SSV-EMS (the EMS overseer) and LAFCO. Mr. Boyle  
39 felt this group could give the Board the best available information  
40 about what the options are and how to proceed without wasting staff  
41 time. Chief Keller said that NTFPD could facilitate the scheduling of  
42 the meeting. The Board agreed to proceed to meet with these key  
43 individuals.

44 Director Quinan's request to make a resolution [sic] to remove  
45 annexation from the list of alternatives was tabled until after the Board  
46 has received the information from all sources and alternatives have  
47 been listed. Chief Keller commented that, after December 2006, the

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1 NTFPD Board will not want to continue the contract as it is framed  
2 today.

3 **The Board skipped to the Fire Department Report at this point.**

4 **K. Fire Department Report**

5 Chief Keller reported on the activities of North Tahoe Fire Protection  
6 District, with special regard to those which impact Alpine Meadows,  
7 including last month's Dispatch Report. Director Quinan asked about the  
8 actual run report for Alpine Meadows vs. the Placer County Report. Chief  
9 Keller explained that the report which the Board receives from NTFPD is  
10 the detailed list of all dispatches from NTFPD. Director Grant suggested  
11 that the Board does not need to receive the Placer County report since  
12 the NTFPD report is more accurate. Director Northrop said that the Placer  
13 County report gives the Board a comparison to other areas. The Board  
14 decided to review both reports in the monthly meetings. There were 10  
15 calls in Alpine Meadows for the month of May, including one false alarm,  
16 eight medical aids at the Ski Area, and one report of smoke/odor.  
17 The Community Wildland Fire Plan will be discussed at the Special  
18 Meeting of the Board on June 20, 2005, at 6:30 p.m. Notices of the  
19 Special Meeting will be posted at the District Office and on the District  
20 website. NTFPD will post a notice in Tahoe World.

21 **The Board proceeded to the other items on the agenda at this point.**

22 **C. Engineering Services for Snowmaking Well Modifications**

23 Tim Taylor from Auerbach Engineering Corp. updated the Board  
24 regarding his analysis of the feasibility of modifying one of the  
25 snowmaking wells to allow water from one of the wells to be used for  
26 filling the pond and for irrigation in the Park. After reviewing the wells and  
27 the water requirements, Mr. Taylor concluded that there is not a cost  
28 effective way to modify either well to provide water to the pond without  
29 significant costs involved. Mr. Taylor said that, if the Board desires, he  
30 can look at some other alternatives and provide a cost analysis with pros  
31 and cons. The cost to the District for Auerbach's services would depend  
32 on the number of alternatives. Merritt Cutten suggested that a one- or  
33 two-horsepower pump in a well dedicated to the Park may be the most  
34 cost effective approach. Mr. Taylor said the well could go down to 200  
35 feet (vs. 560 feet which is the depth of the snowmaking wells) but the  
36 pump wouldn't provide a sufficient quantity of water. Director Quinan  
37 suggested using inflatable storage containers, but Mr. Taylor said they  
38 would have to be about 20' x 20' and positioned on a concrete pad. The  
39 containers would also need sun protection.

40 **D. Resolution 6-2005: Investment Policy**

41 Director Grant made a MOTION to adopt Resolution 6-2005: Investment  
42 Policy, thereby repealing Resolution 17-2001 which was adopted on April  
43 13, 2001. Director Northrop SECONDED the motion. There was no  
44 discussion. Roll Call: Ayes: President Danz, Director Quinan, Director  
45 Grant, Director Northrop. Absent: Director Stefani.

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1           **E. Ordinance 4-2005: Ordinance Increasing Rates for Water and Sewer**  
2           **Services, Amending and Readopting District Rules and Regulations**  
3           **and Repealing Ordinance No. 10-2003**

4           President Danz asked the members of the community who were present  
5           if they had any questions. Tom Asher asked why the Board planned to  
6           increase water rates by 12% over the next four years. President Danz  
7           responded that the increases will make up for revenue shortfalls from the  
8           reduction in property taxes and fund reserves for infrastructure repairs  
9           and for needed capital projects. Mr. Asher asked if the infrastructure  
10          repairs were included in the annual budget. President Danz responded  
11          that basic repairs and preventive maintenance were included in the  
12          annual operating budget but additional, more costly, improvements were  
13          not. Mr. Asher asked if any other homeowners responded to the public  
14          notice regarding the proposed rate increases. President Danz responded  
15          that there were a few other letters which asked the Board to be cost  
16          conscious and diligent in cutting extraneous items from the budget.  
17          Director Northrop added that the old redwood tanks will need to  
18          eventually be replaced which will cost approximately \$250,000 for each  
19          one. The Board is trying to build up the capital reserves to fund this  
20          project and other major projects.

21          Director Quinan made a MOTION to adopt Ordinance 4-2005. Director  
22          Northrop SECONDED the motion. President Danz stated that the Budget  
23          & Finance Committee recommends that the rate increases for water and  
24          sewer be adopted for the first year only and that additional analysis be  
25          done to determine the appropriate amounts for increases in the following  
26          years. Merritt Cutten suggested that the District inform the community in  
27          the newsletter when it makes capital or infrastructure improvements.  
28          Director Quinan AMENDED the MOTION to adopt Ordinance 4-2005 for  
29          the rate increase for the first year only which will continue indefinitely until  
30          the Board decides to increase rates again. Director Northrop SECONDED  
31          the amended motion. Roll call: Ayes: President Danz, Director Quinan,  
32          Director Grant, Director Northrop. Absent: Director Stefani.

33          **F. Ordinance 5-2005: Ordinance Repealing and Replacing Ordinance**  
34          **No. 1-77 and Ordinance No. 11-2003 Related to Garbage, Waste and**  
35          **Trash Services**

36          Tom Asher stated that the rates from the District's provider of waste  
37          disposal services look firm. President Danz stated that the rates are  
38          based on their best information at this time. Peter Graf asked if there  
39          were any complaints about the provider. President Danz responded that  
40          there were not.

41          Director Northrop made a MOTION to adopt Ordinance 5-2005. Director  
42          Grant SECONDED the motion. There was no further discussion by the  
43          Board. Roll call: Ayes: President Danz, Director Quinan, Director Grant,  
44          Director Northrop. Absent: Director Stefani. President Danz stated that  
45          public notice of the rate increases will appear in Tahoe World on June 16,  
46          2005.

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1                   The Board took a 10 minute break from 10:15 a.m. – 10:30 a.m.  
2

3                   **G. Status of Easement Abandonment on Hammack Lot**

4                   ASCWD has agreed to maintain service on the sewer line on Lot #85 at  
5                   1748 Trapper Place with the owners' approval to allow District employees  
6                   to enter the lot for this purpose. The General Manager will request that  
7                   the property owners send a letter to the District confirming this  
8                   agreement.

9                   **H. Report on Research Regarding Alarm Systems**

10                  Director Quinan reported that installations of monitored fire alarm systems  
11                  in private residences are available through Security Lock & Alarm Inc. for  
12                  \$750. This price includes one control panel, one keypad and three smoke  
13                  detectors, with one audible alarm in each home, allowing the homeowner  
14                  to control the fire protection system in their own residence. If the  
15                  homeowner is not at home when the alarm sounds, the appropriate life  
16                  safety organization will be notified and dispatched. Additional costs are  
17                  \$300 per unit, per year to monitor the system.

18                  **I. Centration Systems Contract**

19                  Cara Guynup, District General Manager, reported that she spoke with the  
20                  District's contact at Centration Systems. Centration has been engaged by  
21                  the District to file claims for reimbursement of funds from the State. The  
22                  contract runs through June 2005. The State anticipates that it will start  
23                  paying reimbursements in the 2006-07 fiscal year for that year.  
24                  Reimbursements for prior years will be paid over a 10-year period.  
25                  Centration takes 20% off the top but the reimbursements will also cover  
26                  fees paid to Centration. Centration told Manager Guynup that it will allow  
27                  the District to renew the contract in the 2006-07 fiscal year even if the  
28                  Board decides not to renew the contract for 2005-06. The Board  
29                  discussed the issue and decided not to renew the Centration Systems  
30                  contract for fiscal year 2005-06.

31                  **J. Nomination for SDRMA Board of Directors**

32                  The Board decided not to nominate an individual to serve on the SDRMA  
33                  Board of Directors.

34                  **L. Operations and Maintenance Department Report**

35                  The operations staff has been busy during the past month. The staff will  
36                  report on issues regarding water, sewer, garbage and other services at  
37                  next month's meeting.

38                  **M. Manager's Report**

- 39                  •        Manager Guynup reported that the staff has been working on the  
40                  budget for fiscal year 2005-06. She has concerns about the rate  
41                  study and she has brought those concerns to the Budget &  
42                  Finance Committee for clarification.  
43                  •        The staff is reviewing the water and sewer O&M Manuals which  
44                  have been prepared by Lumos.  
45                  •        Manager Guynup prepared and sent a letter to the Viales  
46                  regarding the Board's decision to approve an encroachment to the

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- 1 District's easement on their lot; the District is waiting for a signed  
2 response documenting the agreement.
- 3 • Manager Guynup requested the Board's guidance regarding  
4 SDRMA's recommendation that the Board require special events  
5 in the Park to carry additional insurance coverage. The Park  
6 Committee has scheduled a meeting to discuss this topic on June  
7 22, 2005.
  - 8 • Manager Guynup reported that the District's website has been  
9 moved to Tahoe Guide and that emails for the Board members  
10 have been established. She has cleaned up some items on the  
11 website but more cleanup is needed.
  - 12 • Placer County sent a letter to the District asking if the District  
13 planned to have any measures submitted to the public at the  
14 November 2005 election. The Board said that it did not.
- 15 **N. TTSA Report**  
16 Director Northrop submitted a written report and reported that TTSA's  
17 expansion is proceeding as planned.
- 18 **O. Committee Reports**
- 19 i. **Long Range Planning Committee:** The Committee met on July 6,  
20 2005. Director Grant presented a written report on the following  
21 topics:
    - 22 a. Two representatives from Lumos were present at the Committee  
23 meeting to discuss the status of the projects they have been  
24 working on. The Committee questioned them at length about the  
25 O&M Manual for water and the concern that it appeared mostly  
26 boilerplate and not specific to ASCWD. Both the water and sewer  
27 O&M Manuals are expected to be completed by June 30, 2005.
    - 28 b. The system maps are completed and will be delivered by June 30.  
29 Since the system maps were done in AutoCAD, a software  
30 program the District does not own, the maps will be given to the  
31 District in another electronic format that the staff can use.
    - 32 c. The Committee discussed the proposal for Phase II of the long  
33 range plan submitted by Lumos. The Committee asked detailed  
34 questions about each of the six tasks. Lumos may be able to use  
35 data from the water conservation study conducted by V-Point  
36 which may eliminate some costs. Manager Guynup will contact V-  
37 Point to obtain an electronic copy of the report. The Committee  
38 recommends that \$50,000 be allocated to Phase II of the Long  
39 Range Master Plan.
    - 40 d. The Asset Inventory is complete and will be delivered to the  
41 District on June 17, 2005.
    - 42 e. Don Priest has agreed to serve on the Committee. Don lives on  
43 Juniper Mountain. Jan Cook is considering joining the Committee.
    - 44 f. The next Committee meeting is scheduled for Wednesday, July 6,  
45 2005, at 5:30 p.m.
  - 46 ii. **Budget & Finance Committee:** President Danz presented a written  
47 report of the Committee's June 9, 2005, meeting as follows:

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- a. Peter Murray, the District's Treasurer, reported that two banks were very interested in the District's business and have offered some interesting options. The two investment firms which responded were not as aggressive. Peter will talk to all the respondents to obtain additional information and will present his findings and recommendations at the July meeting. The Committee recommends that the District convert to cash the two \$100,000 CDs (about \$201,000) which become due on June 16, 2005, and hold the cash until after the end of the fiscal year to determine if cash is needed to fund operations. The Committee made a MOTION to move two CDs for \$100,000 each to a money market account when they become due. All Directors who were present being in favor, the motion was APPROVED.
  - c. The Committee recommends approval of the unbudgeted expense of \$3,000 to replace the 480 KV transformer in the park. Director Quinan made a MOTION to approve \$3,000 to replace the 480 volt 35 KV transformer and an additional \$1,000 in case the cost exceeds \$3,000. Director Grant SECONDED the motion. All Directors who were present being in favor, the motion was APPROVED. The Committee did not recommend the approval of \$1,000 for hook up to a satellite network to replace ExWire, but instead advised that the District continue to use ExWire until additional options can be explored. The Board agreed.
  - d. The Committee reviewed the third draft of the operating budget which projects an operating loss of approximately \$65,000. The Committee asked staff to set priorities on the budget items with the expectation that the final budget will be balanced. The main goal is to provide for the health and safety of the community so these items will have the highest priority.
  - e. After reviewing the budget, the Committee determined that the proposed rate increases for the years 2007, 2008 and 2009 wouldn't be sufficient to meet expenses and also set aside required reserves. The Committee recommends that the Board adopt the water and sewer rate increases projected for 2005 – 2006 at this time (see above). After the beginning of the next fiscal year, the Committee recommends that the service allocations used in the rate study be modified to reflect actual expenses of each of the five service areas.
- iii. **Administration & Personnel Committee:**  
Director Quinan presented a written report of the Committee's meeting on May 31, 2005. The Committee made a MOTION to approve the Goals and Objectives for Fiscal Year 2005/06. President Danz suggested that the Board review the Mission Statement only once per year in May. Manager Guynup suggested doing it in November since May is such a busy month at the District. Director Quinan AMENDED the MOTION to review the Mission Statement once per year in November with all other goals and objectives

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1 remaining unchanged. The amended motion was SECONDED by  
2 Director Grant. All Directors who were present being in favor, the  
3 motion was APPROVED.

- 4 v. **Park, Recreation & Greenbelt Committee:** Director Northrop  
5 presented a written report of the Committee's June 2, 2005, meeting.  
6 The Committee discussed and agreed that the user base could be  
7 increased with newsletter promotion. The Committee will discuss the  
8 greenbelt fire safety plan upon completion of the wildland fire safety  
9 plan by the NTFPD contractor. The Easter Egg Hunt was held as  
10 scheduled. The Flower Walk has been cancelled because no guide  
11 could be found. The Committee is seeking someone to lead the Bird  
12 Walk. Jerome & Cherie Leininger inspected the play area on Alpine  
13 Meadows Road for use, health and safety issues. The play area is in  
14 good condition; they found only one loose rung on the ladder which  
15 Jerome will fix. The tennis courts are in great shape but edges need  
16 to be free of plants that could cause the concrete slab to crack. The  
17 Committee would like the District to fund a capital project to install a  
18 new gate alarm system and signage to encourage paying guests. The  
19 regrading project can probably be done in-house in the future.

20 **P. Open Items**

- 21 • Director Quinan reported that she and Peter Graf interviewed  
22 Lowell Northrop and others regarding Lowell's work for the valley.  
23 A plaque recognizing Lowell will cost approximately \$250. Virginia  
24 suggested that the Board solicit donations. President Danz  
25 suggested that the Board seek volunteers who would consider  
26 writing a history of Alpine Meadows. Several people, including  
27 Peter Graf and Merritt Cutten, offered to help.
- 28 • The Board discussed the content of the quarterly newsletter. The  
29 June newsletter will be distributed by email with copies available  
30 at the District office. Director Grant suggested that the Board had  
31 the responsibility to communicate with all members of the  
32 community, not just those who receive email. Dick Genest  
33 suggested that the Board include a notice in the bills that the  
34 newsletter would be sent by email or could be picked up at the  
35 District office. Merritt Cutten suggested that the bills contain a  
36 summary the important articles in the newsletter. The Board will  
37 consider how best to communicate with the community at its next  
38 meeting.

39 **Q. Correspondence to the Board**

40 The Board received letters from two homeowners regarding the proposed  
41 rate increase. Both letters suggested that the proposed rate increases  
42 were too high. One letter suggested that the District cut unneeded items  
43 from the budget.

44 **R. CLOSED SESSION**

45 None.

46 **S. DIRECTORS' COMMENTS**



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1                            Director Grant asked whether letters had been sent to the highest water  
2                            users in the valley. The letters will be sent out after the meters are read.

3

4

**VIII. ADJOURNMENT**

5

                          There being no further business before the Board, the meeting was  
6                            adjourned at 12:30 p.m.

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10

Respectfully Submitted,

Approved w/amendments

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8-11-05

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Pam Zinn

16

Recording Secretary

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