

**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, August 11, 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: John Collins, General Manager; Buz Bancroft O&M Supervisor;
10 Pam Zinn, Recording Secretary

11 Guests Present: Chief Duane Whitelaw, North Tahoe Fire Protection District

12 **2. PUBLIC PARTICIPATION**

13 None.

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

15 **A. Financial Report:**

16 Mike Dobrowski, District CPA, participated in discussion of this agenda
17 item by telephone:

- 18 • Pam will send the Board-approved letters to the top 25 residential
19 water users to notify them that they should be aware of their
20 consumption and to look for leaks and other reasons for the high
21 usage.
- 22 • The Board agreed to close the First Independent Bank of Nevada
23 account as soon as possible to avoid future costs. John Collins will
24 follow-up.
- 25 • President Danz noted that the financial statements for fiscal year 2005
26 do not include the final payment to Lumos. John Collins stated that
27 the project is not yet complete and that the bill will be submitted for
28 payment when the District receives all deliverables. The District
29 incurred a loss of approximately \$14,000 during fiscal year 2005. The
30 auditors will make end-of-year adjustments for expenses that should
31 be included in fiscal year 2005 but which are paid after the close of
32 the year. In response to a question from Director Grant, Mike
33 responded that the last tax payment from the County should be
34 approximately \$2,000.
- 35 • **Financial Statements – June 30, 2005:** Director Stefani made a
36 MOTION to approve the financial statements as presented. Director
37 Northrop SECONDED the motion. All Directors being in favor, the
38 motion was APPROVED.
- 39 • **Financial Statements – July 31, 2005:** Director Quinan made a
40 MOTION to approve the financial statements as presented. Director
41 Northrop SECONDED the motion. All Directors being in favor, the
42 motion was APPROVED.
- 43 • **Expenses Paid & Payable – August 10, 2005:** Director Grant made
44 a MOTION to approve the Expenses Paid & Payable, check numbers
45 21903 – 21965 dated July 8, 2005 – August 10, 2005. Director
46 Northrop SECONDED the motion. All Directors being in favor, the
47 motion was APPROVED.

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B. Approval of Minutes for Recent Board Meetings:

- i. **Regular Board Meeting, June 10, 2005:** Director Quinan made a MOTION to approve the minutes of the June 10, 2005, Regular Board of Directors meeting. Director Stefani SECONDED the motion. Discussion: Page 2, line 47 should read December 2006. Director Quinan amended her MOTION to approve the minutes of the June 10, 2005, Regular Board of Directors meeting with the revision to Page 2, line 47. Director Stefani SECONDED the amended motion. All Directors being in favor, the amended motion was APPROVED.
- ii. **Special Board Meeting, July 5, 2005:** Director Northrop made a MOTION to approve the minutes of the July 5, 2005, Special Board of Directors meeting. Director Quinan SECONDED the motion. All Directors being in favor, the motion was APPROVED.
- iii. **Special Board Meeting, July 8, 2005:** Director Northrop made a MOTION to approve the minutes of the July 8, 2005, Special Board of Directors meeting. Director Grant SECONDED the motion. All Directors being in favor, the motion was APPROVED.

C. Fire Department Report:

Chief Whitelaw reported that Alpine Meadows had two calls during July. The second meeting to discuss the Community Fire Plan will be held on Monday, August 15, at 5:30 p.m. Once the Plan is complete and adopted by Alpine Meadows, community groups, including homeowners' associations, can apply for grants to fund the projects listed in the Plan. On August 21, 2005, at 9:00 a.m., three local area U.S. Senators will speak at Commons Beach in Tahoe City. Chief Whitelaw reported that Janet Grant is retiring after 24 years as a volunteer firefighter. He feels that the District should recognize the volunteer firefighters in some way. President Danz suggested that the Fire Committee recommend an appropriate method. Director Stefani asked if a date had been scheduled for the meeting to discuss fire services alternatives. President Danz responded that the meeting would occur no earlier than the end of September. Chief Whitelaw met with John Collins regarding the District's compliance with the National Incident Management System (NIMS). The District must be in compliance by October 2007 in order to receive 2007 preparedness grants. Chief Whitelaw will review requirements with John to make sure that the District is in compliance.

D. Operations & Maintenance Department Report:

Buz Bancroft reported that the District's water system met State and Federal standards during July. The horizontal wells have been testing negative since the end of May; however, the District continues to chlorinate. The Department of Health Services is monitoring the District's testing process. In response to a question regarding the Water/Sewer Report, Buz stated that River Ranch and River Run are not included in the figures for sewer production. Buz also reported that meter readings are complete but a few re-reads may be required. In addition, there are approximately five new home projects to be started this summer. In response to the Board's concern regarding the fertilizer from the Park

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1 lawn flowing into the Pond, Buz reported that the staff does not believe
2 that the color of the pond results from the fertilizer but rather from the new
3 sand which was purchased earlier this summer. Director Stefani said the
4 complaints were related to the potential danger of chemicals getting into
5 the pond. Buz stated that the lawn is fertilized only 2-3 times during the
6 summer. Sand and fertilizer contain nitrogen, but nitrogen does not affect
7 a child's health. Director Northrop asked if there are any systemics (bug
8 killers or insecticides) in the fertilizer. Buz responded that there were not.

9 **E. General Manager's Report:**

10 John Collins presented a written summary of his activities since he joined
11 the District. John has reviewed the deliverables from the first phase of the
12 long range plan. The consultants have been on vacation which has
13 delayed completion of the project and presentation of the revised
14 proposal for the second phase. John contacted Shawn Koorn to discuss
15 the recently completed rate study. Dwight Smith has submitted his
16 preliminary report on the evaluation of the springs. The staff is reviewing
17 the report. Placer County Water Agency, which granted the funds for
18 Dwight's evaluation, will send documents to the District so that it can
19 obtain the funds. John does not believe that the encroachment which the
20 District granted to the Viales has been filed with the County.

21 **F. TTSA Report:**

22 There were two meetings held since the last District Board meeting. The
23 plant expansion is due to be completed on schedule and the plant is
24 operating normally. The next TTSA meeting is Wednesday, September
25 14, 2005, at 9:00 a.m.

26 **G. Tree to Honor Betty Cutten:**

27 Ernest Wertheim would like to donate a tree to the Park in honor of Betty
28 Cutten. Director Grant stated she had a problem with the Park becoming
29 a memorial park vs. a community park. President Danz stated that there
30 was no plan to install a plaque, only the tree. Director Quinan made a
31 MOTION to approve the donation of the tree by Ernest Wertheim with the
32 conditions that the District would incur no cost and there would not be a
33 plaque. Director Northrop SECONDED the motion. All Directors being in
34 favor, the motion was APPROVED.

35 **H. Committee/Department Reports:**

- 36 i. **Budget and Finance Committee:** President Danz presented a
37 written report of the Committee's meeting held on August 10, 2005,
38 with detailed discussions of the following items:
- 39 a. **Treasurer's Report:** Peter Murray, District Treasurer,
40 recommends that the District use US Bank for its banking
41 services. Because Peter was unavailable for the Committee
42 meeting, the Committee tabled the discussion on this item until
43 next month.
 - 44 b. **Asset Inventory:** Lumos has not yet updated the asset inventory.
45 This agenda item was tabled until the final asset inventory is
46 available.
 - 47 c. **California State Revolving Fund Loan Program:** The District
48 received an application to request funds under this program
49 (SRF). The State loans funds to government entities at a rate of

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- 1 50% of the State’s rate. In addition to other needs, the program
2 funds projects which will improve or protect drinking water
3 supplies. John Collins brought this to the attention of the
4 Committee to assure that the Board is aware of the program as it
5 develops its long range plan.
- 6 d. **Requests from Customers for Adjustments to their Bills:** The
7 Committee received one request from a customer to reduce the
8 charge for water usage. There was a leak in a pipe between the
9 water meter and the customer’s house which was discovered in
10 June. The customer immediately called the District staff who found
11 the leak and fixed the problem. The customer’s bill reflected water
12 usage of 1,400,000 gallons. The customer used an average of
13 57,000 to 80,000 gallons annually over the past three years. The
14 Committee recommended the customer pay for 100,000 gallons
15 and the District credit the customer for the remaining gallons. This
16 is a reduction of \$1,623.75. The District will also bill the customer
17 for the time incurred by staff to fix the leak. Director Stefani made
18 a MOTION to approve a reduction in the customer’s water usage
19 charges by \$1,623.75. Director Northrop SECONDED the motion.
20 All Directors being in favor, the motion was APPROVED.
- 21 e. **Requests for Unbudgeted Expenses:** Pam Zinn, Office
22 Manager, submitted a request for approval of an amount not to
23 exceed \$500 for staff mileage during this fiscal year. This item
24 was inadvertently omitted from the budget. The Committee
25 recommended that the unbudgeted expense be approved.
26 Director Stefani made a MOTION to approve the unbudgeted
27 expense for staff mileage, not to exceed \$500 during this fiscal
28 year. Director Northrop SECONDED the motion. All Directors
29 being in favor, the motion was APPROVED.
- 30 f. **Next meeting:** Wednesday, September 7, 2005, at 4:30 p.m.
- 31 ii. **Park, Recreation and Greenbelt Committee:** Director Northrop
32 presented a written report of the Committee’s July 15, 2005, meeting.
33 There were two main topics of discussion. The first was the
34 recommendation from SDRMA that the District require special event
35 insurance for groups using the Park. The Committee agreed that
36 wording should be added to day and season passes that disclaims
37 any liability on the part of the District, for example, “by signing below
38 you acknowledge responsibility for your actions and the actions of
39 your guests.” The Committee also recommends that any group event
40 application should include a statement that the District recommends
41 that the group consider purchasing special event insurance. The
42 second topic was a discussion regarding increasing local use of the
43 Park. The Committee recommends that a reminder post card or
44 notice should be sent in the spring to the previous year’s pass
45 holders. A notice should also be placed in the early spring newsletter.
46 The Committee suggests that Committee volunteers deliver a one-
47 page application, including the Park use rules, to residents. In
48 addition, the Committee discussed including a Park pass application
49 with the water bills if the timing is appropriate. Jan Ganong will

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1 prepare the notice. John Moise has volunteered to replace John
2 McHenry on the Committee. Director Northrop made a MOTION to
3 adopt verbiage regarding the District's legal liability on day and
4 season passes, pending review by legal counsel. Director Stefani
5 SECONDED the motion. All Directors being in favor, the motion was
6 APPROVED.

7 iii. **Administration and Personnel Committee:** No meeting.

8 iv. **Long Range Planning Committee:** No meeting.

9 v. **Fire Committee:** No meeting.

10 **I. Board Meeting Schedule:**

11 The Board discussed alternative dates for the September Board meeting.
12 It was decided that the meeting would be rescheduled for Tuesday,
13 September 13, at 8:30 a.m.

14 **J. Open Items:**

15 None.

16 **K. Correspondence to the Board:**

17 A letter was received from one of the individuals running for election to
18 SDRMA's Board of Directors asking for the District's vote. The Board
19 decided not to vote in the election since none of the Directors is familiar
20 with any of the candidates. A homeowner sent a letter to the District
21 asking for the rationale for the rate increase. John Collins will respond.

22 **4. DIRECTORS' COMMENTS:**

- 23 • Director Quinan stated that Tahoe World publishes a date book which lists
24 scheduled meetings of public agencies. She wondered if the District wanted
25 to publish its meeting dates. The Board did not feel that this was needed.
26 Director Quinan also stated that the minutes from the most recent Squaw
27 Valley Public Services District meeting noted that in addition to Fire Chief
28 Banson reported that the Universal Fire Code (UFC) Squaw Valley now
29 requires installation of carbon monoxide detectors and a fire alarm system
30 with a horn in new residential construction. Director Stefani stated that the
31 ordinance for Alpine Meadows does not require a horn or carbon monoxide
32 detectors; however, Alpine Meadows' ordinance requires a sprinkler system.
33 If the District wishes to conform to the new UFC, the Board will have to vote
34 to revise the ordinance. Director Quinan also noted that the new telephone
35 directory contains a wildfire plan but does not include an evacuation plan.
36 Although the teleminder phone system is in place, a lot of people do not know
37 about it. Director Grant said we should inform residents of the system in the
38 next newsletter. President Danz agreed.
- 39 • Director Quinan stated that the plaque to honor Lowell Northrop's
40 contributions and achievements in the Valley should be placed inside the
41 District office; Peter Graf will provide the final verbiage at the September
42 Board meeting.

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1 **5. ADJOURNMENT:**

2 There being no further business before the Board, the meeting was adjourned at
3 10:45 a.m.

4
5 Respectfully Submitted, approved w/amendments 9-13-05
6

7
8
9 Pam Zinn
10 Recording Secretary