

**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 Tuesday, September 13, 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; Jancis Martin, Recording  
10 Secretary; Buz Bancroft, Staff

11 Guests Present: Kris Berry/LAFCO; Shirley Ellis/AMEA; Lin Winetrub/AMEA;  
12 Chief Duane Whitelaw/NTFPD

13 **2. PUBLIC PARTICIPATION**

14 Shirley Ellis expressed her concern about the current state of Alpine Meadows  
15 fire protection and emergency medical services. She thinks the service is below  
16 standard and doesn't think residents are properly protected. Lin Winetrub  
17 concurred with Shirley's opinion.

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

19 **A. Financial Report:**

20 Mike Dobrowski, District CPA, participated in discussion of this agenda  
21 item by telephone. Discussion topics were:

- 22 • Overview: The District is collecting its accounts receivable faster than  
23 during the prior fiscal year, with a resulting increase in cash of  
24 \$140,000 more than this time last year. The District is tracking slightly  
25 behind its budgeted revenues, but a handful of customers still need to  
26 be billed. Expenses are as expected.
- 27 • Auditors: The District auditors are beginning their field work this week.  
28 Mike is preparing audit schedules to make the audit as efficient as  
29 possible and to be able to answer all the auditors' questions.
- 30 • Net income issue: Total annual water revenue was budgeted to occur  
31 in the months of July and August. However, the District recognizes  
32 the fiscal year 2006 revenue from metered water usage in June 2006.  
33 Mike will revise the monthly budget to indicate that a portion of the  
34 water revenue occurs in June.
- 35 • Director Grant asked about the reference to "Placer County Account  
36 March statement" under "Outstanding Information". Mike said that  
37 was a mistake and that it should have read "August statement". In  
38 response to a follow-up question, Mike said there was \$2,000-\$5,000  
39 in the account.
- 40 • Director Quinan asked for and received clarification about how to  
41 determine the District's total net income (\$67,761 on a year-to-date  
42 basis) from the financial statements; the number is derived from the  
43 difference between year-to-date revenue and expense on the Profit &  
44 Loss Budget Performance report.
- 45 i. **Financial Statements – August 31, 2005:** Director Northrop made a  
46 MOTION that the Board approve the financial statements as  
47 presented. Director Grant SECONDED the motion. All Directors  
48 being in favor, the motion was APPROVED.

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- 1                   ii. **Expenses Paid & Payable – September 6, 2005:** The Directors  
2 reviewed the monthly check register (checks 21966 through 21999).  
3 Director Quinan made a MOTION that the Board approve the  
4 Expenses Paid & Payable. Director Stefani SECONDED the motion.  
5 In discussion, Director Quinan questioned the payment to Exwire.  
6 President Danz responded that the District would like to switch to a  
7 different internet access provider, since Exwire is rather expensive,  
8 but that there is not yet an alternative in Alpine Meadows. All  
9 Directors being in favor, the motion was APPROVED.

10 **The next item was taken out of order to take advantage of Kris Berry’s**  
11 **presence.**

12 **I. LAFCO Presentation:**

13 Kris Berry, LAFCO Executive Director, was in attendance to answer  
14 questions regarding options available for the provision of fire protection  
15 services. She gave a brief overview of what LAFCO is and does.

- 16 • President Danz asked if Kris could describe the process that would  
17 ensue if ASCWD and NTFPD were to both approve the annexation of  
18 the ASCWD fire department by NTFPD. Kris said the options for  
19 submitting the application to LAFCO were (a) by resolution of the two  
20 Boards, in which case there would probably be an election by the  
21 voters for approval or (b) by petition of property owners, in which  
22 case, depending on the number of signatures and amount of protest,  
23 there probably would not be an election. When LAFCO receives the  
24 application, which includes asset transfer details and a service plan,  
25 the following steps occur: LAFCO distributes it to all affected  
26 agencies; LAFCO determines how to settle any outstanding issues,  
27 such as the transfer of property taxes; there is an environmental  
28 review; a public hearing is held before LAFCO; LAFCO decides  
29 whether or not to approve the application – it can also place terms  
30 and conditions on the annexation; assuming LAFCO approves the  
31 application, it holds a protest hearing 35 days after the approval;  
32 depending on the outcome of the protest hearing, an election by  
33 voters - either by registered voters or by property owners – is held; if  
34 there is no election, the application is approved; once all conditions  
35 have been met, the annexation is recorded with the State. Voters in  
36 both Districts would probably have to vote to approve the annexation  
37 of the ASCWD fire department by NTFPD.
- 38 • President Danz asked what the process would be if ASCWD wished  
39 to reverse the annexation. Kris said she believed that, if the District  
40 maintained fire protection and EMS among its latent powers (services  
41 a district is authorized to provide, whether or not it is actually providing  
42 them), the District would simply apply again to regain the desired  
43 services. The rest of the procedure would be similar to the  
44 annexation process. All districts will be required to identify their latent  
45 powers by the end of this year.
- 46 • Director Stefani asked if the District could place language in the initial  
47 application that might allow for fire protection services to revert to  
48 ASCWD if certain conditions weren’t met. Kris said that this would  
49 probably be okay but she didn’t know of any such cases. In response

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1 to a request from President Danz, Kris said that she would research  
2 how this might be done.  
3 • Kris pointed out that LAFCO has a lot of latitude in dictating the  
4 procedures to be used in annexation/de-annexation.  
5 • Manager Collins asked how long the approval process typically takes.  
6 Kris said it takes a few months. He also asked if contract  
7 relationships had to be approved by LAFCO. Kris said that she  
8 believed that LAFCO also approved contractual relationships but that  
9 she would research the issue. Chief Whitelaw said he did not believe  
10 that a contract would require LAFCO approval. Kris has a manual  
11 created by the San Diego County LAFCO which she will copy for the  
12 District.  
13 • Chief Whitelaw said that, when the application for annexation goes  
14 through the LAFCO process, the property taxes currently being held  
15 by Placer County for fire services (about \$30,000-\$35,000 per year)  
16 might be renegotiated, since the County does not provide fire services  
17 to Alpine Meadows. Director Stefani asked Chief Whitelaw if he had  
18 heard anything further about the redistribution of those taxes. Chief  
19 Whitelaw responded that the districts which are trying to recover the  
20 property taxes from the County had recently received a letter from a  
21 deputy county counsel, which said that the County plans to keep the  
22 disputed funds. A couple of the impacted districts have asked their  
23 legal counsel to review the letter to determine the next course of  
24 action. Chief Whitelaw will give Manager Collins a copy of the letter.

25 **The next item was taken out of order to take advantage of Chief Whitelaw's**  
26 **presence.**

27 **D. Fire Department Report:**

28 Chief Whitelaw discussed the following items pertinent to Alpine  
29 Meadows:

- 30 • All-Valley Meeting Follow-up Assignment #1: The spokesperson for  
31 the Bear Creek Planning Committee (Karen Volpe) asked for  
32 information on fire safe regulations and other building standards.  
33 Chief Whitelaw will give the information to her. A builder in  
34 attendance asked for similar information. Chief Whitelaw has the  
35 information in hardcopy. He will try to get the information to Manager  
36 Collins in electronic format so it can be put on the ASCWD website.
- 37 • All-Valley Meeting Follow-up Assignment #2: Neighbors of a property  
38 on Mineral Springs Place expressed frustration that the owner won't  
39 clean up the property and asked if there was anything NTFPD could  
40 do about it. NTFPD will inspect the property again and contact the  
41 property owner to see about getting the property cleaned up. Chief  
42 Whitelaw suggested that the ASCWD Board consider taking action to  
43 enforce the property's defensible space inspection. To enforce the  
44 defensible space requirements, ASCWD will have to go to the District  
45 Attorney to take the property owner to court; the NTFPD Board  
46 prefers not to do so because it is time-consuming, expensive and a  
47 low priority for the DA's office. The NTFPD Board prefers that peer  
48 pressure be used, or that the pertinent Board, i.e., ASCWD, pay a  
49 contractor to do the clean-up and then place a lien on the property.

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1 Chief Whitelaw said that ASCWD can potentially enforce the clean-up  
2 as a public resources issue (i.e., County code enforcement).  
3 President Danz asked Manager Collins to research what other  
4 mechanisms (e.g., violations of building code or health code) could be  
5 utilized to address the situation. Buz Bancroft said the water meter on  
6 the property has been locked off for a couple of years because the  
7 owner doesn't pay water (or sewer) bills. Chief Whitelaw will give  
8 Manager Collins the phone number for County code enforcement; the  
9 County has an interdisciplinary task group that can evaluate the  
10 situation and take appropriate action.

- 11 • The voters in the NTFPD service area passed the measure which  
12 increased the tax for fire protection services. It will now cost a single  
13 family residence \$165 per year for fire services. That amount is what  
14 each ASCWD property owner would be required to pay, in addition to  
15 property taxes, if annexation takes place.
- 16 • Dispatch: Director Quinan asked for and received clarification on the  
17 three EMS dispatches to Alpine Meadows in August.
- 18 • Community Fire Plan: President Danz asked if Chief Whitelaw would  
19 help schedule the next meeting with Clint Celio, the contractor  
20 responsible for preparation of the community fire plan. At the All-  
21 Valley Meeting, people expressed interest in attending but requested  
22 better notice. That meeting should probably be held October 10<sup>th</sup> or  
23 11<sup>th</sup>, at 5:30 p.m. ASCWD also plans to schedule a meeting with  
24 Leonard Inch and Mike Boyle from Placer County on October 12<sup>th</sup> at  
25 10:00 a.m. Chief Whitelaw will coordinate with Manager Collins.

26 **B. Approval of Minutes for Recent Board Meetings:**

- 27 i. **Regular Board Meeting, August 11, 2005:** Director Grant made a  
28 MOTION that the Board approve the minutes of the August 11, 2005,  
29 Regular Board Meeting. Director Northrop SECONDED the motion.  
30 In discussion, the following change was proposed: on page 5, line 28,  
31 insert "in addition to" after the word "that" and insert ", Squaw Valley"  
32 after "(UFC)". Director Grant made a MOTION that the Board  
33 approve the minutes as AMENDED. Director Stefani SECONDED  
34 the amended motion. All Directors being in favor, the amended  
35 motion was APPROVED.
- 36 ii. **Special Board Meeting, August 15, 2005:** Director Grant made a  
37 MOTION that the Board approve the minutes of the August 15, 2005,  
38 Special Board Meeting. Director Quinan SECONDED the motion. In  
39 discussion, the following change was proposed: on page 2, line 24,  
40 change "Alpine Meadows Estates" to "Bear Creek". Director Grant  
41 made a MOTION that the Board approve the minutes as amended.  
42 Director Stefani SECONDED the amended motion. All Directors  
43 being in favor, the amended motion was APPROVED.

44 **The next item was taken out of order to take advantage of Buz Bancroft's  
45 presence.**

46 **E. Operations & Maintenance Department Report:**

47 Buz Bancroft provided a written report that included status updates on  
48 water, sewer, garbage and other services provided by the District. Buz  
49 reported on the following items:

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- 1                   • Staff has continued to chlorinate. Testing for coliform bacteria has
- 2                   yielded negative results so far.
- 3                   • Water demand has been more easily met this summer than in past
- 4                   years. Some of the reasons are: the amount of water going into the
- 5                   system is 20 gallons per minute more than last year; residents are
- 6                   becoming more aware of the need for water conservation; the
- 7                   irrigation systems being installed are more water-efficient (e.g., drip
- 8                   systems vs. rain birds); and this year Bear Creek Association did not
- 9                   buy any water for its pond, as it has done in past years.
- 10                  • Staff has started overseeing the televising of the District system. The
- 11                  contractor is televising two days this week and will return later to
- 12                  finish. Staff will start cleaning the lines next Monday. The area being
- 13                  televised includes Upper Bench, Trapper McNutt, Trapper Place and
- 14                  John Scott Trail; the last time that area was inspected and cleaned
- 15                  was about 20 years ago.
- 16                  • Staff is planning to hire a contractor for the retrofit on tank 4. The
- 17                  work will include the vent, the emergency ladder and the inspection. It
- 18                  will not include a new coating on the interior. The coating will either
- 19                  be done in the spring or get rebudgeted as a capital project to be
- 20                  done in the fall. President Danz asked if the District would be at risk
- 21                  until the interior of the tank is coated; Buz said no.
- 22                  • Buz asked Manager Collins if he received Dwight Smith's hydrology
- 23                  report. Manager Collins said he had and was reviewing it. He plans
- 24                  to discuss the report with Dwight Smith. Manager Collins will be
- 25                  ready to discuss the report at next month's Board meeting.

26       **G.    TTSA Report:**

27       None. The September meeting will be held on September 14.

28       **F.    General Manager's Report:**

29       John Collins, District General Manager, provided a written report on his

30       activities during the month of August with discussion of the following

31       topics:

- 32                  • Long Range Plan: Lumos is making revisions to Phase 1 and is
- 33                  working on the scope of work for Phase 2 of the long range plan.
- 34                  Craig Wesner from Lumos has talked with Placer County GIS
- 35                  (Geographic Information Systems) people and he has received some
- 36                  required information from them to augment the system maps. Lumos
- 37                  has completed the O&M Manuals. Manager Collins said that the
- 38                  manuals comply with the scope of work but are not very detailed.
- 39                  The detailed manual used by the staff (the so-called "Bible") was not
- 40                  integrated into the O&M Manuals but Pam will type some of the text
- 41                  into the O&M Manuals over the winter.
- 42                  • Rate Study: Shawn Koorn is waiting for information from the District
- 43                  before proceeding.
- 44                  • Spring Evaluation: Dwight Smith, the hydrologist, will be making
- 45                  recommendations for modifications; Manager Collins will bring that
- 46                  information to the Board for action.
- 47                  • Fire Services: Manager Collins met with Leonard Inch and Mike
- 48                  Boyle. He also met with Squaw Valley (Rick Lierman and Chief
- 49                  Banson.) Manager Collins recommended that he and President Danz

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1 talk further with Squaw Valley about fire services, so that the District  
2 understands all options to its improve fire services. President Danz  
3 asked the Board if they agreed; they said yes.

- 4 • Viale Property Easement: Placer County has abandoned the Public  
5 Utility Easement on the Viales' lot and the new buyer can go ahead  
6 with building plans. The Viales had signed a hold harmless document  
7 which also required the Viales to bear any costs if the District needed  
8 access to the easement at some point in the future. Manager Collins  
9 has asked the new buyer to sign the same document. The document  
10 signed by the Viales is not recorded and may not have legal power  
11 over subsequent owners. Manager Collins said it would be better for  
12 the District if the conditions in the signed document were recorded so  
13 that future owners would be aware of both the "hold harmless" clause  
14 and the clause which gives the District access to the easement if the  
15 need arises.
- 16 • Easement for Shared Sewer: The Hammacks and Huffmans, two  
17 families owning single family homes on adjacent lots, wish to share  
18 the same non-public sewer. Manager Collins said this is not legal  
19 under the State health code. His position is that it needs to be a  
20 public sewer and therefore the District needs an easement to access  
21 and maintain the sewer. Manager Collins is investigating the history  
22 of the situation and determining how to proceed.
- 23 • Garrin Scott asked Manager Collins if he could clear deadwood from a  
24 property he thought belonged to ASCWD. Manager Collins asked the  
25 Board for direction. During discussion, it was learned that the  
26 property is USFS property. Manager Collins will direct Mr. Scott to  
27 talk with the USFS about his request.

28 **The Board took a break from 10:00 to 10:10 a.m.**

29 **H. Hold Harmless Agreement for Park Users:**

30 The Board reviewed language prepared by the District's legal counsel to  
31 advise Park users of their liability related to Park events. Three separate  
32 paragraphs were provided: for day and season pass applications, group  
33 use applications and organization use applications. Director Quinan  
34 made a MOTION that the Board approve the language for inclusion in the  
35 Park passes. Director Northrop SECONDED the motion. All Directors  
36 being in favor, the motion was APPROVED.

37 **J. Committee/Department Reports**

- 38 i. **Budget & Finance Committee:** President Danz presented a written  
39 report of the Committee's actions at its September 7 meeting with  
40 detailed discussions of the following items:
  - 41 a. **Treasurer's report:**
    - 42 • Banking relationships were discussed last month, to be voted  
43 on this month. Manager Collins will review the material and  
44 talk with the Treasurer before the Board takes further action.  
45 The topic was tabled again until next month.
    - 46 • The Committee made the following recommendations for  
47 disposition of the \$200,000 worth of CDs that came due in  
48 June and two CDs – total value \$120,000 - that become due in  
49 September:



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1 public. The Board presented him with a thank-you present. The Board  
2 then discussed the process for selecting an individual to serve as Director  
3 for the remainder of Director Stefani's term, i.e., until the November 2006  
4 election. The Board has the discretion to either hold a special election or  
5 appoint an interim Director. Director Stefani felt that a special election  
6 would be costly, especially considering the short duration of the term to  
7 be filled. Director Quinan agreed. Director Quinan made a MOTION that  
8 the Board accept Director Stefani's resignation and fill the resulting  
9 vacancy by appointment. Director Northrop SECONDED the motion. All  
10 Directors being in favor, the motion was APPROVED. Manager Collins  
11 will perform the required notifications.

12 **L. Newsletter:**

13 The Board discussed the contents of the quarterly newsletter to be  
14 distributed to the community in September:

- 15 • President Danz noted that there was a great response to the  
16 questionnaire requesting the manner in which customers want to be  
17 provided with newsletter information.
- 18 • Director Grant suggested a modification to the "Opening on ASCWD  
19 Board of Directors" article.
- 20 • President Danz will add a thank-you to Peter Murray.
- 21 • President Danz mentioned that the date will change for the  
22 Community Wildfire Plan meeting mentioned in the newsletter.
- 23 • President Danz proposed that the "Adopt a Fire Hydrant Program"  
24 article be deleted if needed to fit in the item about Peter Murray. If the  
25 "Adopt a Fire Hydrant Program" article remains in the newsletter,  
26 Director Northrop suggested advising people that placing cold  
27 fireplace ashes around fire hydrants helps melt the snow.
- 28 • Director Quinan suggested a modification to the "Fall Clean-up –  
29 Defensible Space Program" article.

30 **M. Correspondence to the Board:**

31 A thank-you letter was received from the Verhouskys. Chuck Nungester  
32 sent a letter to the Board requesting consideration for the Director  
33 position vacated by Director Stefani.

34 **4. CLOSED SESSION:** None.

35 **5. DIRECTORS COMMENTS:**

- 36 • Director Quinan said she talked with an alarm company about its special deal  
37 on alarm systems for new customers. The cost is \$750 for installation plus  
38 \$25 a month; this price does not include carbon monoxide detection or  
39 service, which would cost \$80 per hour plus parts. The alarm company agent  
40 said that monitored alarms can reduce insurance premiums by up to 20%.  
41 She noted that the District office might be at risk because it has turned off its  
42 alarm system. The District might be seen as not having performed due  
43 diligence if a fire were to occur and destroy its documents and files. If that  
44 should occur, the District might not be able to obtain a class A fire insurance  
45 policy. President Danz asked Manager Collins to investigate the District's fire  
46 alarm situation. Manager Collins said there was no alarm system at the  
47 District office; the drawback of a fire alarm is the expense associated with  
48 repeated false alarms, usually caused by groups using the facility and by  
49 minute particulates in the air.

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- 1           • Director Grant said she would like to propose that the next regular Board  
2           meeting be held on October 10<sup>th</sup> or 11<sup>th</sup>, because of the number of meetings  
3           early that week. Director Quinan said the public is used to the meeting being  
4           held on the second Friday of the month. President Danz said notification of  
5           the rescheduled meeting date could be placed in the newsletter. The Board  
6           agreed to move next month's regular meeting to Tuesday, October 11<sup>th</sup>, at  
7           8:30 a.m.
- 8           • Director Stefani has a lot of District information at home (reports, etc.). He  
9           will give the information to Manager Collins to be conveyed to the new Board  
10          member.

11   **6.    ADJOURNMENT**

12    There being no further business before the Board, the meeting was adjourned at  
13    10:55 a.m.

14  
15  
16  
17    Respectfully Submitted,

Approved w/amendment, 10/11/05

18  
19  
20  
21    Jancis Martin  
22    Recording Secretary