

**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, October 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 8:31 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; Janet S. Grant; Jon Northrop;
7 Virginia Quinan. During the meeting (agenda item 3G), Charles Nungester was
8 selected to fill the Board vacancy and, after being sworn in, participated as
9 Director.

10 Directors Absent: None

11 Staff Present: John Collins, General Manager; Jancis Martin, Recording
12 Secretary; Buz Bancroft, O&M Supervisor

13 Guests Present: Dwight Smith, InterFlow Hydrology, Inc.; Chief Duane
14 Whitelaw/NTFPD; Charles Nungester/AMEA; Shirley Ellis/AMEA; Melissa
15 Siig/AMEA

16 **2. PUBLIC PARTICIPATION**

17 None.

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 holding expenses down; revenues are
23 slightly up (due to the rate increases); there is a cash increase of
24 about \$72,000 from last year; and, all bills have been sent out. In
25 October, delinquent notices will be sent out and late fees assessed.
- 26 • Auditors: The District auditors have completed all their field work.
27 They are now working on the financials and should have the draft
28 audit ready by the end of the month.
- 29 • Director Grant asked Mike how the District is doing with collections.
30 Mike said the District was doing fairly well; at the end of last month,
31 there were \$87,000 in receivables. About 50-75 customers have not
32 paid yet.
- 33 • Director Grant asked about the time period covered by the \$10,224
34 payment from the State of California. The payment is for
35 reimbursement of State mandated costs based on claims filed by
36 Centration on behalf of the District. President Danz said her
37 understanding was that the State would pay all monies due from last
38 year first and pay the prior years over a 10-year period. Manager
39 Collins will contact Centration and see what it would take to renew its
40 contract.
- 41 • Director Grant asked about the high dollar amount for "Consultants-
42 Misc." on the Profit and Loss Budget Performance for September.
43 Mike replied that the amount reflected payment of the Lumos bill.
- 44 i. **Financial Statements – September 30, 2005:** Director Northrop
45 made a MOTION that the Board accept the financial statements,
46 dated September 30, 2005, as presented. Director Quinan
47 SECONDED the motion. All Directors being in favor, the motion was
48 APPROVED.

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- 1 ii. **Expenses Paid & Payable – October 7, 2005:** The Directors
2 reviewed the monthly check register. Director Grant asked what
3 check 22026 to “Pollardwater.com – West” was for; the answer was
4 O&M equipment. Director Quinan asked what check 22024 to
5 PAANCO was for; the answer was also O&M equipment. Director
6 Northrop made a MOTION that the Board approve the Expenses Paid
7 & Payable (checks 22000 through 22061). Director Grant
8 SECONDED the motion. All Directors being in favor, the motion was
9 APPROVED.

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

11 **Regular Board Meeting, September 13, 2005:** Director Grant made a
12 MOTION that the Board approve the minutes of the September 13, 2005,
13 Regular Board Meeting. Director Northrop SECONDED the motion. In
14 discussion, the following change was proposed:

- 15 • Page 1, line 9: insert “John Collins, General Manager;” at the
16 beginning of the list of “Staff Present”.

17 Director Grant made a MOTION that the Board approve the minutes as
18 AMENDED. Director Northrop SECONDED the amended motion. All
19 Directors being in favor, the amended motion was APPROVED.

20 **The following agenda item was dealt with early because the individuals**
21 **coming to participate in agenda items 3C and 3D had not yet arrived.**

22 **E. Long Range Plan – Phase II:**

23 The Board reviewed the scope of work for Phase II of the Long Range
24 Plan, presented by Lumos, the consultants who performed Phase I of the
25 project. The following points came up in discussion:

- 26 • Manager Collins and the Long Range Planning Committee have
27 reviewed the Phase II scope of work. Manager Collins recommended
28 that the Board ask Lumos to provide the report on CD in Microsoft
29 Word. Lumos should also deliver the results of the hydraulic model so
30 that, in the event that the District purchases the software needed to
31 interpret the model, the District can perform its own ad hoc analyses.
- 32 • Directors Grant and Quinan asked if Lumos could increase the
33 number of copies of the report (under “Deliverables”) so there could
34 be an office copy and copies for the Long Range Planning Committee.
35 Manager Collins said he would ask for 10 copies.
- 36 • Director Quinan asked if the study should be performed by
37 consultants or if the District should perform the work itself. Manager
38 Collins said that Staff cannot perform this type of study and that it is
39 the logical next step in the long range planning process.
- 40 • President Danz asked if the detail in the proposed scope of work was
41 adequate to determine that Lumos had, in fact, completed the task to
42 the District’s understanding. In the past, the scope was not defined
43 sufficiently and the deliverables from Lumos were not at the level of
44 detail that the District had anticipated. Manager Collins said yes. She
45 asked if the report would include a financing plan; Manager Collins
46 said no. She asked if Lumos would be making recommendations for
47 upgrades to existing facilities. Manager Collins said they probably
48 would not provide detail but would indicate how much additional
49 storage might be required. Manager Collins said his personal opinion

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1 was that the report would probably reveal that the District doesn't
2 currently have the facilities needed to support the current customer
3 base.

- 4 • Director Grant asked if Lumos would identify sources of funding for
5 the recommended work. Manager Collins said that he would provide
6 recommendations for funding sources.
- 7 • President Danz asked if Lumos could make use of the VPoint study to
8 save work and cost. Manager Collins didn't think the VPoint study
9 had the type of data needed to assist Lumos in this project. SCADA
10 will provide the type of data needed by Lumos. Manager Collins will
11 check further into the type of data included in the VPoint study.
- 12 • President Danz asked what the next step would be. Manager Collins
13 will tell Lumos about the Board's approval; Lumos will provide the
14 District with a contract; Manager Collins and the Board will review and
15 approve the contract, probably at the November Board meeting.
- 16 • Director Quinan pointed out that the proposal did not include a due
17 date. Manager Collins will discuss this with Lumos.
- 18 • Director Grant asked if the District is committed to the current
19 connection charges for upcoming construction projects. Manager
20 Collins said no, the connection fee is determined and becomes
21 payable when the project receives its permit.
- 22 • Director Quinan asked why the provision of calibration and more
23 accurate topographic information (last sentence of the report) would
24 not be included in the report. Manager Collins explained why.

25 Director Grant made a MOTION that the Board approve the Lumos
26 proposal to proceed with Phase II of the District's Long Range Master
27 Plan, not to exceed the amount of \$49,500, with the changes suggested
28 by Manager Collins (in the Deliverables section: the report is to be
29 provided in Microsoft Word format on CD; the hydraulic model results are
30 to be delivered; the number of report copies is to be increased to 10), and
31 to include a schedule for completion of the tasks. Director Northrop
32 SECONDED the motion. It was noted that the funding for the Lumos
33 project would come from cash already set aside for projects and capital
34 improvements. All Directors being in favor, the motion was APPROVED.

35 **C. Fire Department Report:**

36 Chief Whitelaw discussed the following items pertinent to Alpine
37 Meadows:

- 38 • Chief Whitelaw provided the dispatch report for September which
39 showed three calls to Alpine Meadows including one EMS call and an
40 unintentional activation of a fire alarm.
- 41 • Community Fire Plan: Chief Whitelaw asked for direction on the
42 completion of the Plan's adoption process. NTFPD held a public
43 hearing regarding its community fire plan before the plan was
44 approved by the NTFPD Board. Chief Whitelaw suggested that the
45 same process be followed at ASCWD. After approval by ASCWD, the
46 Plan will be distributed to the County Board of Supervisors and the
47 CDF for approval. Chief Whitelaw said the Board needed to move
48 forward as soon as possible with its final public hearing and approval.
49 President Danz agreed but pointed out that, at last night's meeting,

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1 Chief Bryce Keller said he had further changes to make and that the
2 Plan needed to be reviewed further by Clint Celio and himself. Clint
3 and Chief Keller said the work couldn't be brought back to the Board
4 for approval before the December or January meeting.

- 5 • A special Board meeting will be held tomorrow, October 12, from
6 10:00 a.m. to 12:00 noon, to discuss alternatives for emergency
7 medical services.
- 8 • There has been no Fire Committee meeting for awhile. When the
9 Committee meets, it needs to come up with suitable recognition for
10 retired volunteers. There are a number of volunteers that deserve
11 recognition. President Danz responded that, following the selection of
12 a replacement Director later in today's meeting, she would be able to
13 assign a Chair for the Fire Committee and the Committee would meet
14 soon thereafter. She expected that the Fire Committee would be able
15 to assist with the Fire Safe Council discussed at last night's meeting.
- 16 • Chief Whitelaw had the opportunity to work with Senator Diane
17 Feinstein's staff on Federal legislation to provide community fire plan
18 funding. It appears that the legislation is likely to be approved but,
19 given the current political climate, appropriation of the funding is
20 questionable. Projects (thinning- and clearing-type work) in the Valley
21 on non-Federal lands might be able to obtain up to 50 percent in
22 matching funds from the legislation. The current chipping program
23 provided by NTFPD is and will continue to be funded by other
24 sources.
- 25 • NTFPD will make the final contract payment to Clint Celio when the
26 ASCWD Board approves the final community fire plan. The total cost
27 of the fire plan was \$10,000, paid for by a grant from Placer County
28 through Title 3 funding.

29 **D. Report from Hydrologist, Dwight Smith:**

30 Dwight Smith, a hydro-geologist from InterFlow Hydrology, Inc.,
31 presented his draft report on the condition of the District's horizontal
32 wells:

- 33 • Dwight thanked Buz and Lew for providing flow data from the last 19
34 years and Pam for providing coliform data since 1972.
- 35 • Well #1: At the time the work was first requested, the biggest concern
36 was that the production from Well #1 leak was about 20 gallons per
37 minute (gpm) less than it had been. Historic flow data indicate that a
38 seal breach may have occurred in 1992. Since then, the flow has
39 been fairly constant. The flow in Well #1 does not seem sensitive to
40 drought conditions.
- 41 • Well #3: There are no leakage or visible problems. Analysis of
42 historic flow data reveals a mild downward rate in discharge, probably
43 due to minor build-up of sediment or biological-mineral fouling,
44 although it could be due to operational adjustments and flow
45 regulation. A common simple solution is to take an air compressor
46 and run air down the well; it loosens any deposits and such deposits
47 can be flushed out. The District might be able to regain 20 gallons per
48 minute of flow, which is the flow decrease since 1986.

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- 1 • Wells #2 and #4: These are the source of most of the positive coliform
2 samples. Each of the laterals in Well #2 should be tested to
3 determine the source of the coliform. The lateral from Well #4 is in an
4 area of runoff, which could be a source of surface coliform. Analysis
5 of flow reveals a possible slight decline in the last 10 years or so, on
6 the order of 5 to 10 gallons per minute.
- 7 • Coliform: Analysis shows that positive coliform samples typically start
8 appearing in October through February, i.e., during the rainy season.
9 Correlation of precipitation data and positive coliform samples shows
10 that positive coliform samples typically follow rain events or rapid
11 snowmelt, whereby rapid infiltration of the groundwater occurs,
12 carrying with it surface contamination.
- 13 • Recommendations: The District should pursue rehabilitating Well #3,
14 (and, if extra flow is needed, Wells #2 and #4), using an air
15 compressor, to regain historic flow levels. Well #1 will require a more
16 careful and probably extensive rehabilitation because the seal is
17 compromised. A possible solution to the Well #1 leak is to go around
18 the current seal with a drill and then reseal the currently leaking seal.
19 However, it will be difficult to get equipment to the Well site to drill a
20 new, preferably horizontal, lateral. Whether or not the District decides
21 to repair Well #1 will depend on whether the extra flow is needed.
- 22 • Director Grant asked if a new well should be drilled in the same area
23 as an existing well. Dwight said it is usually better to distribute the
24 wells more widely but it is hard to tell in this case whether the existing
25 water supply in the area can support a new well.

26 Director Quinan made a MOTION to accept the InterFlow Hydrology, Inc.,
27 draft report. Director Northrop SECONDED the motion. All Directors
28 being in favor, the motion was APPROVED.

29 **The Board took a break from 10:05 to 10:15.**

30 **F. Interview of Board Candidates:**

31 Two candidates were present to be interviewed for the Board vacancy
32 created by Director Stefani's resignation. President Danz introduced the
33 Directors to the candidates and defined the format for the interviews.
34 Each candidate was to take a couple of minutes to introduce themselves,
35 explain why they would like to be on the Board and identify their
36 qualifications for the position. Then Directors would ask questions of the
37 candidates and the candidates would be offered the opportunity to ask
38 questions of the Directors, as well.

- 39 • Chuck Nungester: He has been a full-time resident for 15 years and is
40 now retired. He knows Buz and Lew well and wants to know more
41 about the water system. He is concerned about the possibility of
42 LAFCO combining the District with Squaw Valley. He would like to be
43 on the Board to help guide the District from such a fate. He has
44 accessed the District website and read recent minutes. He expressed
45 his pleasure with the current trend toward replenishing the District's
46 reserves.
- 47 • Melissa Siig: She has lived in Tahoe since 2001, bought a house in
48 Alpine Meadows last year, has a one-year-old, teaches at Sierra
49 College, is a free-lance writer and is a full-time resident. She was a

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1 reporter for the Tahoe World and in that role attended many utility
2 meetings. She said she lives in Alpine Meadows and has grown to
3 love and care for her community. She also worked at the ski resort.
4 She would like to have a voice in the future of the Valley. She feels
5 that her youth might bring a new and helpful perspective to the Board.

- 6 • The candidates' positions were solicited in regards to:
 - 7 ○ Level of commitment required (attendance, participation on
 - 8 Committees, availability to come into the office to sign checks,
 - 9 etc.)
 - 10 ○ Willingness to perform research and "homework" outside of Board
 - 11 meetings so as to be able to participate in making informed
 - 12 decisions
 - 13 ○ Concept of a merger with Squaw Valley
 - 14 ○ Working for an autonomous body and executing their fiduciary
 - 15 responsibility to the District, versus being responsive to the
 - 16 surrounding community
 - 17 ○ Fire and emergency medical services in the Valley
- 18 • At Melissa's request, the Directors shared their personal experiences
- 19 with how they came to be involved with the Board, what they enjoy
- 20 about service for the District and the Valley, and what some of the
- 21 challenges have been.
- 22 • Director Quinan said she felt both candidates were well qualified and
- 23 hoped that whoever was not selected today would run in the
- 24 November 2006 election.

25 **G. Selection of Individual to Fill Vacancy on the Board:**

- 26 • President Danz explained that the Brown Act controls the Board's
- 27 actions and that very few agenda items are dealt with in closed
- 28 session. The selection of an individual to fill a vacancy on the Board
- 29 is dealt with in public session. Both candidates voluntarily chose to
- 30 leave the meeting during the discussion of this agenda item.
- 31 • Director Grant made a MOTION that the Board select Chuck
- 32 Nungester to fill the vacancy on the Board created by the resignation
- 33 of Director Stefani. Director Northrop SECONDED the motion. The
- 34 Directors' consensus was that both candidates were well qualified; the
- 35 Directors wished they could select both. All Directors being in favor,
- 36 the motion was APPROVED.
- 37 • Chuck and Melissa returned to the room. President Danz thanked
- 38 both candidates, announced the results of the selection process and
- 39 encouraged Melissa to run for the Board at the next election. Chuck
- 40 was sworn in and immediately took his seat on the Board.

41 **H. Election of Vice President of the Board:**

42 Director Northrop made a MOTION that the Board elect Director Quinan
43 as Vice President of the Board. Director Nungester SECONDED the
44 motion. The duties of the Vice President were discussed. All Directors
45 being in favor, the motion was APPROVED.

46 **I. General Manager's Report:**

47 John Collins, the General Manager, provided a written report on his
48 activities during September with discussion on the following topics:

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- 1 • Long Range Plan: Lumos is continuing to make revisions to Phase I.
2 Manager Collins has reviewed the scope of work for Phase II and
3 passed the information on to the Board for approval (discussed earlier
4 in today's meeting).
- 5 • Spring Evaluation: Manager Collins reviewed Dwight Smith's report
6 and passed it on to the Board for review (discussed earlier in today's
7 meeting). Manager Collins will talk with the US Forest Service to
8 determine the procedures to be followed to work on the wells, since
9 they are located on USFS property.
- 10 • Fire Services: Manager Collins attended meetings with various
11 agencies (including Squaw Valley) and continued to collect
12 background information. Tomorrow at 10:00 a.m. will be a public
13 meeting with Mike Boyle (assistant administrator for Placer County,
14 whose department oversees fire and emergency medical services)
15 and Leonard Inch (chief executive officer of the agency that provides
16 emergency medical services in five counties, including Placer), to
17 provide the community with information about these services.
- 18 • Manager Collins has requested a refund from the IRS for Federal
19 unemployment taxes in 2002, when the District mistakenly withheld
20 the tax. It is District money, rather than employee funds.
- 21 • Director Grant asked about the Lumos bill. Manager Collins said part
22 of the bill has been paid. Lumos has delivered the O&M manual,
23 systems map, identification of all properties that could be developed,
24 and the asset inventory.
- 25 • Director Grant asked how Manager Collins felt about Dwight Smith's
26 recommendations. Manager Collins is concerned about the findings
27 and feels that the District is close to capacity on water supply.
28 Manager Collins will review the details of the needed repairs to
29 determine what should be done and when. The funds should be
30 placed in next year's budget.

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

32 Buz Bancroft provided a written report that included status updates on
33 water, sewer, garbage and other services provided by the District. Buz
34 talked about the following items:

- 35 • He noted that sewer production from River Ranch and the River Run
36 condos can skew District flow figures because the properties are not
37 reported in the sewer flow numbers from TTSA.
- 38 • Staff has been continuing to chlorinate. Testing for coliform bacteria
39 in horizontal well water yielded negative results.
- 40 • Staff did new construction inspections including assisting the hot
41 taping of two water mains for fire sprinkler systems. This is time-
42 consuming for Staff but helpful to residents as the water supply is not
43 interrupted.
- 44 • To get rid of the geese in the Park, Staff put up wooden cutouts of
45 coyotes and sprayed the geese with water from a fire hose. The
46 geese appear to be gone, at least temporarily.
- 47 • Mountain Pipeline televised a portion of the sewer system. They
48 found three places where major root intrusions were almost blocking
49 pipes. A contractor is working on repairing the root intrusions (cutting

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1 out pipe, removing roots, replacing with new pipe). Buz will advise
2 owners of adjacent properties if their own pipes are affected by the
3 roots. The three repairs on John Scott Trail are not in the budget
4 specifically but are being done as part of the maintenance budget.
5 Buz thinks he has enough money in the budget to take care of the
6 budgeted and unbudgeted repairs. He feels the televising is very
7 beneficial in staying ahead of potentially critical problems and in
8 keeping costs down, since sewer repairs are less expensive than
9 dealing with spills.

10 **K. TTSA Report:**

11 Director Northrop reported on items of interest to ASCWD from the
12 September 14th Board meeting of the Tahoe-Truckee Sanitation Agency:

- 13 • The plant expansion is progressing on schedule.
- 14 • The plant is operating normally.
- 15 • No rate increases are being considered in the near future.
- 16 • The next TTSA Board meeting is scheduled for Wednesday, October
17 12, 2005, at 9:00 a.m.

18 **L. Committee/Department Reports**

19 i. **Budget & Finance Committee:** President Danz presented a written
20 report of the Committee's actions over the past month with detailed
21 discussions of the following items:

- 22 a. **Proposals from financial institutions to provide services to
23 the District:** Manager Collins recommended that the District
24 continue with Bank of the West since they apparently provide all
25 services that would be provided by US Bank. Bank of the West
26 will provide a line of credit without the District being required to
27 move all its funds there from Wachovia. Staff prefers to deal with
28 Bank of the West because it is easier to drive to, especially during
29 the winter months. The Committee recommended that the District
30 complete an application for a line of credit this month (Bank of the
31 West is running a "special" this month, whereby they are waiving
32 fees for the first year) so that the line is in place in the event of an
33 emergency.
- 34 b. **Requests from customers for adjustments to their bills:** A
35 customer requested a significant adjustment to her water bill. The
36 house is rented during the winter and the renters did not inform
37 the owner that the main shut off valve had broken off. The
38 Committee recommends that the adjustment not be made. The
39 District cannot be responsible for carelessness of homeowners,
40 even those who are second homeowners.
- 41 c. **Requests for unbudgeted expenses:** None.
- 42 d. **Next meeting:** Wednesday, November 9, 2005, at 12:30 p.m.

43 ii. **Park, Recreation and Greenbelt Committee:** No meeting.

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

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

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

47 **M. Open Items:** The following outstanding action items from prior Board
48 meetings were discussed:

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- Director Grant asked about the status of the replacement for the current T-1 line. Pam is working on it and thinks the District may be able to share someone else's line and thereby reduce the cost of high-speed internet access.
- Director Quinan asked about identification of the District's latent powers (President Danz responded that no action is required until LAFCO sends the District a form later this year); whether it has been determined that LAFCO has any control over contracts between districts (Manager Collins said the answer is no); and if Manager Collins has further investigated the status of the shared sewer line (Manager Collins has informed the owners that the District requires easements to their properties).
- Director Quinan presented to the Board alternatives for honoring Lowell Northrop. One is formatted for a plaque, the other for a framed citation. The Board preferred the citation format. Discussion ensued about whether the word "engineer" could be used on the citation. President Danz suggested that the line in question be removed from the citation. The Directors agreed. In the future, there will probably be additional acknowledgements. A "wall of honor" should be identified – most likely in the Board room - where the citation can hang. The Board agreed that a second copy should be framed and presented to Lowell at next month's Board meeting.

N. **Correspondence to the Board**: On behalf of Buz Bancroft, Lew Tift and herself, Pam Zinn submitted a letter to the Board requesting that deposits to the Staff retirement plan be made more frequently than once each year, as is currently the case. They would like the deposits to be made at least twice each year and preferably bi-weekly, as is currently done with their deferred compensation deposits. The benefit to them would be an increase in the interest accruing on their retirement funds. Manager Collins said he would talk with the District CPA about implementing their request.

4. **CLOSED SESSION**: None.

5. **DIRECTORS COMMENTS**:

- Director Quinan pointed out that the \$750 installation cost quoted by Security Lock & Alarm (and referenced in the minutes for the September 13, 2005, Board meeting) does not include the cost of burglar/security devices.
- Director Quinan said that there was an item in a CSDA notice that a law effective January 1, 2006, will require Directors to take an ethics training class prior to December 2006.
- The next regular Board meeting is scheduled for Thursday, November 10, 2005, at 8:30 a.m. It was changed from its regularly scheduled date because the office will be closed Friday, November 11, for Veteran's Day.

6. **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

Approved with amendments, 11-10-05

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1 Jancis Martin
2 Recording Secretary