

**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, December 15, 2006, 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 8:45 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; Virginia Quinan, Vice President;
7 Janet S. Grant; Jon Northrop; Charles Nungester

8 Directors Absent: None.

9 Staff Present: John Collins, General Manager; Mike Dobrowski, CPA/District
10 Accountant (by telephone); Buz Bancroft, Maintenance Supervisor; Jancis
11 Martin, Recording Secretary

12 Guests Present: Chief Duane Whitelaw/NTFPD; Ron Ley and David
13 Kasperik/Damore, Hamric & Schneider (by telephone)

14 **The numbering of the following items matches the original order of the**
15 **scheduled items in the meeting agenda. However, to take best advantage**
16 **of meeting participants' time, the items were dealt with in a different order**
17 **during today's meeting, as seen below.**

18 **2. SWEARING IN OF THREE BOARD MEMBERS**

19 Directors Danz, Grant and Nungester were sworn into office for four-year terms.

20 **3. PUBLIC PARTICIPATION**

21 None.

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

23 **A. Election of Board President and Vice President:**

- 24 • Director Northrop NOMINATED Director Danz as President of the
25 Board. Director Nungester SECONDED the motion. All Directors
26 being in favor, Director Danz was ELECTED President.
- 27 • Director Quinan NOMINATED Director Nungester as Vice President
28 of the Board. Director Grant SECONDED the motion. Director
29 Nungester nominated Director Quinan as Vice President of the Board;
30 she declined. All Directors being in favor, Director Nungester was
31 ELECTED Vice President.

32 **B. Financial Report:**

33 Mike Dobrowski, District CPA, participated in discussion of this agenda
34 item by telephone:

- 35 • Mike said that Manager Collins had verified that the District has
36 under-budgeted its property tax revenue and will receive an additional
37 \$100,000 in property tax revenues.
- 38 • Mike reported that the District is tracking close to budget with respect
39 to expenses.
- 40 • District rate increases helped increase total income by \$73,000 from
41 the prior year. Some of the increase was added to the reserves.
- 42 • Director Grant asked how many accounts were delinquent. Mike said
43 there were about 30-40 delinquent accounts for a total outstanding
44 balance of \$32,000. Notices have been sent to all delinquent
45 accounts with the final notices to go out in early January. Whatever
46 accounts remain delinquent after that will go to the County for
47 collections.

- 48 i. **Financial Statements – December 11, 2006:** Director Northrop
49 made a MOTION that the Board accept the financial statements,

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1 dated December 11, 2006, as presented. Director Grant SECONDED
2 the motion. All Directors being in favor, the motion was APPROVED.

- 3 ii. **Expenses Paid & Payable – December 11, 2006:** The Directors
4 reviewed the monthly check register. Director Grant made a MOTION
5 that the Board approve the Expenses Paid & Payable (checks 22743
6 through 22804). Director Nungester SECONDED the motion. In
7 discussion, Director Grant asked about the increasing size of the
8 Sierra Pacific payment (Buz said it was due to snow-making); about
9 the nursery expense (Buz said it was for fertilizer), about the
10 payments to Staff (Buz said they were for medical, dental and mileage
11 reimbursements) and about the increase in Manager Collins' monthly
12 payment (due to credit card reimbursements). All Directors being in
13 favor, the motion was APPROVED.

14 **C. Approval of Minutes of Regular Board Meeting Held on November**
15 **10, 2006:**

16 Director Northrop made a MOTION that the Board approve the minutes of
17 the November 10, 2006, Regular Board of Directors Meeting. Director
18 Quinan SECONDED the motion. In discussion, the following correction
19 was proposed:

- 20 • Page 5, line 48: replace "we" with "be".

21 Director Northrop amended the MOTION to include the correction.

22 Director Quinan SECONDED the amended motion. All Directors being in
23 favor, the amended motion was APPROVED.

24 **D. Fire Department Report:**

25 Chief Whitelaw was in attendance and discussed the following items:

- 26 • NTFPD's Citygate payment: NTFPD has cancelled its December
27 board meeting, so ASCWD will receive no response to its request for
28 reimbursement of half of its payment to Citygate for the consultants'
29 Phase 2 work until NTFPD's January board meeting. Chief Whitelaw
30 invited any interested ASCWD directors to attend the January
31 meeting. Last month ASCWD Directors Nungester and Quinan met
32 with NTFPD Board members Correa and O'Dette regarding the topic.
33 Director Nungester said the NTFPD Directors were polite and listened
34 to ASCWD's concerns.
- 35 • Holiday staffing: NTFPD is going to be staffing up for Christmas week.
36 The Alpine Fire Station will not be staffed.
- 37 • Changeable message signs: NTFPD received two changeable
38 message signs from Placer County to deploy in emergency situations.
39 They are available to any agency in the area; ASCWD is welcome to
40 use them as needed.
- 41 • Forestry coordinator: NTFPD has hired John Pickett as its full-time
42 forestry coordinator. He is currently working for the Nevada Fire Safe
43 Council and will be the point person working with the Fire Safe
44 Chapter forming in Alpine Meadows. He will be applying for grants for
45 the Alpine Meadows area to accomplish projects identified in its
46 Community Wildfire Protection Plan and will help with updating the
47 Plan (annually or every other year). He will shortly become a
48 registered forest professional so he will be able to mark trees that can

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- 1 be cut down in the Tahoe basin. In Alpine Meadows, most residents
2 use Bear Creek Planning Commission to identify trees for removal.
- 3 • Exhaust extraction system: NTFPD received a \$175,000 grant to
4 install exhaust extraction systems in its fire stations. They will be
5 applying for a grant to augment the system in the Alpine Fire Station.
6 Only the engine is currently connected to the system but, once a
7 diesel ambulance resides in the station, NTFPD would like a second
8 hose in place.
 - 9 • Santa Claus Program: Chief Whitelaw is having difficulty finding an
10 engine driver for the program. Director Grant will see if Mark Hadley
11 can do it. Since Christmas Eve night is a problematic time for the
12 Santa visit, perhaps in the future the visit can be scheduled for a time
13 that will be easier to staff.
 - 14 • Emergency Notification Contract: Manager Collins sent the contract to
15 Rui Cunha, removing the disputed insurance clauses, Rui said he
16 would run it by his risk manager but he has not yet responded. He did
17 affirm that the District was not in jeopardy in the meantime; if the
18 District needs the teleminder, it can be implemented. Manager Collins
19 will contact Rui to determine the status of the contract.
 - 20 • Alpine Fire Station addition: NTFPD is having architectural drawings
21 done for a new station in Tahoe City and are using the same architect,
22 Don Fulda, for the addition to the Alpine Meadows Fire Station. Chief
23 Whitelaw asked if Buz could attend an upcoming meeting with the
24 architect. Manager Collins gave Chief Whitelaw drawings showing
25 utilities around the Alpine Fire Station. Director Quinan asked if there
26 would be any further expenses incurred by ASCWD before NTFPD
27 takes over the Fire Station; Buz said no. Manager Collins is handling
28 the bill of sale, lease agreement, title transfer for the engine, etc.;
29 President Danz requested that District legal counsel review the
30 paperwork for the bill of sale, as well as for the lease agreement.
31 Chief Whitelaw wants to make sure the list of ASCWD's fire station
32 assets is complete and agreed-upon before the transfer takes place,
33 so that if dissolution of the contract ever takes place in the future, the
34 complete set of assets can be transferred back from NTFPD to
35 ASCWD.
 - 36 • Placer County, because of an upcoming federal mandate on
37 interoperability of radio systems, will be installing an expensive radio
38 system. Each entity that interacts with County Dispatch will have to
39 buy into the system. NTFPD will be spending \$193,000 to buy the
40 necessary equipment and \$18,000 in yearly maintenance for both
41 NTFPD and ASCWD; this does not include hand-held units,
42 equipment in trucks and equipment in offices, which will be obsolete
43 shortly. NTFPD will be looking for grant money to fund the
44 replacements.
 - 45 • Unpermitted confined space rescues: NTFPD is about to sign a
46 Memorandum of Understanding with Tahoe City Public Utility District
47 and North Tahoe Public Utility District for employee rescues and
48 medical services in unpermitted confined spaces. An unpermitted
49 confined space is typically an underground vault, tank or vessel, not

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1 intended for human entrance, which does not have easy
2 ingress/egress, has the potential for engulfment by fluids or
3 contaminated air and is usually posted with OSHA signage. Right
4 now it is illegal for NTFPD to go into an unpermitted confined space.
5 The possible solutions are for the PUDs to train their own personnel to
6 be able to rescue others or for NTFPD to be trained to be able to do
7 the rescues. The decision was made that NTFPD will train its
8 personnel and that each of the PUDs will share the cost of the training
9 program for NTFPD (\$13,000 for each PUD for each of three years).
10 Alpine Meadows has a number of unpermitted confined spaces and
11 does not have enough manpower to carry out rescues. Staff tries not
12 to enter confined spaces. If an emergency occurs in a confined space
13 in Alpine Meadows, the only entities that can legally respond are
14 regional teams in Truckee and Incline, for a fee and with a substantial
15 response time. Those services will be available much more rapidly
16 after NTFPD has completed its training. If ASCWD wishes to be
17 involved, it can negotiate with NTFPD to participate in funding the
18 training program.

- 19 • November dispatch report: The District had a dumpster fire in the
20 recycle area; it was caused by oily rags in a bag. Staff was able to
21 douse the fire without assistance.

22 **F. Emergency Notification Contract:**

23 This topic was discussed during the Fire Department Report (item 4D).

24 **E. Contract with Tahoe Truckee Sierra Disposal Company:**

25 Tahoe Truckee Sierra Disposal, the company that provides refuse
26 disposal for the District's homeowners, finally provided Manager Collins
27 with a contract for 2006-2007. Manager Collins has not given the
28 contract sufficient review and it has not been reviewed by legal counsel.
29 Further review and approval of the contract were postponed until next
30 month.

31 **G. River Ranch Water Line:**

32 The Board reviewed the status of the consultant's work and discussed
33 what action to take regarding the River Ranch water line:

- 34 • Manager Collins received a report from EcoLogic. The report says
35 that the water line is not in the flood plain and that the structural
36 changes are adequate and meet all the zoning requirements.
37 Manager Collins will review the report and forward it to Placer County.
- 38 • President Danz asked that the Board be provided with a copy of the
39 report at next month's meeting.

40 **H. Status of Easements:**

41 The Board reviewed the status of recording District easements on lots in
42 the Valley. Buz reported that there are four empty lots that have
43 unrecorded easements. In addition, there are lots where houses have
44 been built on top of unrecorded easements; most of the construction is
45 about 20 years old. President Danz said the District should probably
46 record the easements on the empty lots. She asked Manager Collins to
47 talk to legal counsel about it. Regarding lots with houses already built but
48 without recorded easements, President Danz felt the District should
49 proceed with recording the easements. Manager Collins will talk with

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1 legal counsel about whether to record the easements unilaterally or in
2 negotiation with the homeowners. In some districts, the district pays a
3 tenth of the assessed value of the square footage of the easement.
4 Manager Collins will prepare a list of options and review them with legal
5 counsel. President Danz requested that the work be done prior to
6 December 31st, after which legal counsel's rates will increase.

7 **I. Financial Audit for Fiscal Year 2006:**

8 The Board reviewed the report of the auditors for fiscal year 2006; Ron
9 Ley and David Kasperik, representatives from the District's audit firm,
10 Damore, Hamric & Schneider, participated in the conversation by
11 telephone:

- 12 • Ron summarized the audit report. It was an unqualified report with a
13 clean opinion. As is standard, the financial statements are considered
14 to be the responsibility of management and the auditors are
15 responsible for expressing an opinion on the statements. New in this
16 year's audit report are comparisons between 2005 and 2006 in the
17 financial statements.
- 18 • David pointed out that the years (2005 and 2006) were inadvertently
19 omitted from column headings on page 13 and that the columns
20 would be correctly labeled in the final report.
- 21 • David said the Management Discussion and Analysis is missing a
22 comment on the variances found in the Performance Actual vs.
23 Budget statement. The comment should point out that the variances
24 are largely due to the budget having been developed prior to the
25 development of the current standard for cost allocation.
- 26 • There was discussion to clarify future allocation of property tax
27 revenues amongst the enterprise funds. Even though property tax
28 revenues are primarily allocated to fund fire protection, some of the
29 property tax revenues will continue to be used to pay expenses for
30 garbage and Park, vs. raising fees to cover the operating expenses
31 for these funds.
- 32 • President Danz said there were two management comments this
33 year, relating to stale checks and grant accounting. The management
34 issues raised in last year's audit have been fixed.
- 35 • President Danz asked the auditors if they had any recommendations
36 for future accounting. Ron said the District is headed in the right
37 direction but that the District should continue to monitor revenues and
38 expenses and allocation of expenses among the enterprise funds.
39 David recognized the efforts of Mike and Pam in preparation for the
40 audit and in answering questions and providing documentation; he
41 expressed gratitude for their efficiency.
- 42 • Manager Collins will make the recommended addition to the
43 Management Discussion and Analysis. David will change the column
44 headings on page 13. President Danz requested that the auditors
45 provide a proposal for next year's audit. David said there is a new
46 requirement on communications between auditors and districts.
47 There may be some additional reports required next year. David will
48 work with Mike to make sure he is ready to generate any required
49 reports.

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- 1 **The Board took a break between 10:40 and 10:55.**
2 Director Nungester made a MOTION that the Board accept the audit
3 report as presented with two changes: a) identifying the years on the
4 Performance Actual vs. Budget financial statement and 2) including a
5 management comment discussing the operating budget. Director
6 Northrop SECONDED the motion. All Directors being in favor, the motion
7 was APPROVED.
- 8 **J. Contract with Legal Counsel:**
9 The Board discussed the revised contract between the District and the
10 District's legal counsel, Best, Best & Krieger. The revision was a request
11 from Best, Best & Krieger to raise their rates. Director Northrop made a
12 MOTION that the Board approve the blended rate agreement with Best,
13 Best & Krieger to provide legal services. Director Nungester SECONDED
14 the motion. In discussion, President Danz, Director Quinan and Manager
15 Collins expressed their appreciation for the exceptionally responsive
16 services provided by Best, Best & Krieger and the reasonable fees they
17 have charged. All Directors being in favor, the motion was APPROVED.
- 18 **K. General Manager's Report:**
19 John Collins, General Manager, provided a written report on his activities
20 during the month of November, with discussion on the following topics:
21
 - 22 • He has been working extensively with Lumos & Associates, partially
 - 23 to help their new representative, Judy Kareck, come up to speed. He
 - 24 is currently working on analyzing fire flow requirements and costing.
 - 25 • He interacted with Dwight Smith regarding repairs to Springs 2 & 4
 - 26 and will provide Dwight's report at next month's meeting.
 - 27 • He wants to improve the Management Discussion and Analysis letter
 - 28 for future audit reports.
 - 29 • Chevron approached Manager Collins about providing free energy
 - 30 audit services. President Danz suggested that action be postponed
 - 31 on the issue.
- 32 **L. Operations & Maintenance Department Report:**
33 Buz Bancroft provided a written report for the month of November that
34 included status updates on water, sewer, garbage and other services
35 provided by the District. In addition to the information on the written
36 report, the following was discussed:
37
 - 38 • The Spring 2 water sample taken on November 20th tested at 6.4
 - 39 total coliform; the follow-up sample tested negative. The positive
 - 40 sample was taken after the first moderate rain fall of the season, as is
 - 41 typical. The December sample was also positive. Otherwise the
 - 42 routine samples have been absent coliform. The District is still
 - 43 chlorinating.
 - 44 • The office drainage project is finished.
 - 45 • Lew Tift is off for the rest of the winter, as usual.
 - 46 • Staff finished rebuilding the pressure reducing valves (that deliver
 - 47 water to the different zones) and the altitude valves (that allow the
 - 48 tanks to stay full). Maintenance is up-do-date for the year.
- 49 **M. TTSA Report:**
Director Northrop reported on items of interest to ASCWD from the
December 13, 2006, TTSA Board meeting:

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- 1 • The plant expansion dedication ceremony took place December 13,
2 2006. Manager Collins and Director Nungester attended the
3 ceremony along with Director Northrop.
4 • The plant is operating normally.
5 The next TTSA Board meeting is scheduled for January 10, 2006, at 9:00
6 a.m.
- 7 **N. December Newsletter:**
8 The Board reviewed a draft of the District’s December quarterly
9 newsletter:
10 • Directors Grant and Nungester suggested removing the reference to
11 an end time for the Santa visits. In light of the fact that Chief Whitelaw
12 is having trouble finding an engine driver, President Danz also
13 suggested that the words “on the fire truck” be removed, in case a
14 different vehicle has to be used.
15 • Regarding the article titled “Winter is Coming”: Director Grant and
16 others agreed that the reference to water heaters being drained and
17 shut off be removed. Manager Collins will rework the article to
18 simplify the list.
19 • Since it contains information on the holiday garbage schedule and the
20 Santa program, the newsletter needs to go out next week.
- 21 **O. Park Policies:**
22 The Board discussed Policy 6.1.0, a new policy regarding use of the Park,
23 and the renumbering of all other Park Policies in reference to it. Director
24 Nungester made a MOTION that the Board approve Policy 6.1.0, Park
25 Policy, and the renumbering of the other Park Policies. Director Quinan
26 SECONDED the motion. In discussion, Director Grant pointed out that
27 Policy 6.1.0 needed to show when it was adopted (today). The version of
28 Policy 6.1.2 is an old version of the Park Use and Fees Policy; other Park
29 policies in the Board packet may also be outdated versions. Director
30 Nungester also suggested removing the first sentence of the second
31 paragraph under “Ends” as being redundant; the other Directors agreed.
32 President Danz pointed out that Policy 6.1.5 was now redundant; as long
33 as the phrase “, annually,” is inserted after “user fees” in the
34 Responsibility section of Policy 6.1.0. Policy 6.1.5 can be revoked.
35 Director Nungester withdrew his motion. Further action on the Park
36 policies was tabled until correct versions of the policies can be provided
37 and the suggested changes made to Policy 6.1.0.
- 38 **P. Santa Claus Visit:**
39 The Board discussed plans for Santa’s visit on Christmas Eve earlier in
40 the meeting.
- 41 **Q. Committee Reports:**
42 i. **Budget & Finance Committee:** President Danz presented a written
43 report of the Committee’s December 13, 2006, meeting with detailed
44 discussions of the following items:
45 a. **Status of investments/cash issues:** A \$60,000 CD is coming
46 due in December; also in December, the District received a
47 property tax payment of \$298,772 from Placer County. Director
48 Grant requested that the Budget & Finance Committee investigate
49 other investment alternatives, for example, investing with LAIF.

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- 1 Director Nungester made a MOTION that the Board accept the
2 Treasurer's Report as presented by the Committee – rolling over
3 the \$60,000 CD, investing another \$100,000 in CDs and moving
4 \$50,000 to the District's money market account - and
5 simultaneously investigate other options for investment. Director
6 Northrop SECONDED the motion. All Directors being in favor, the
7 motion was APPROVED.
- 8 **b. Policy regarding accounting for collection of delinquent**
9 **accounts:** The Board reviewed Policy 2.22.0, a new policy
10 regarding accounting for collection of delinquent accounts.
11 President Danz said creation of the policy was in recognition of
12 the Committee's annual confusion in how to handle delinquent
13 accounts. Director Grant made a MOTION that the Board
14 approve Policy 2.22.0, Accounting for County Collections of
15 Delinquent Accounts, as presented. Director Nungester
16 SECONDED the motion. All Directors being in favor, the motion
17 was APPROVED. Director Grant requested that whenever a
18 policy has been approved, each Director receive a copy of the
19 approved policy for their records.
- 20 **c. Policy regarding monitoring of stale checks:** The Committee is
21 working on drafting this policy but it is not ready for Board action
22 yet.
- 23 **d. Policy regarding accounting for grant revenues and**
24 **expenses:** The Board reviewed Policy 2.24.0, a new policy
25 regarding accounting for grant revenues and expenses:
26 • Manager Collins explained that the policy dictates that the
27 District has to account for grant funds using a certain
28 procedure that may be different than the procedure currently
29 used by the District.
30 • Director Grant identified a typo in the policy.
31 Director Northrop made a MOTION that the Board approve Policy
32 2.24.0, Grant Accounting Procedures, with the one typo correction
33 (change "spend" to "spent" in the last sentence of the Ends
34 paragraph). Director Grant SECONDED the motion. All Directors
35 being in favor, the motion was APPROVED.
- 36 **e. Requests from customers for adjustments to their bills:** Two
37 customers requested adjustments to their bills. The Committee
38 approved both requests.
- 39 **f. Requests for unbudgeted expenses:** The Committee reviewed
40 two requests for unbudgeted expenses; both were inadvertently
41 omitted from the budget:
42 • \$20.00 to the State of California to file the Statement of
43 Information for the District;
44 • \$19.63 to Pitney Bowes to pay tax and filing fees for the
45 postage meter.
46 The Committee recommended approval of both expenses.
47 Director Nungester made a MOTION that the Board approve both
48 unbudgeted expenses. Director Northrop SECONDED the
49 motion. All Directors being in favor, the motion was APPROVED.

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- 1 g. **Insurance alternatives:** The Committee listened to a
2 presentation by Bill Hanson, from Hilb Rogal & Hobbs, the
3 District's insurance broker, regarding lower-cost alternatives for
4 the employees' health and dental benefits. Manager Collins will
5 review the options with Bill and Staff and will present his findings
6 at a future Committee meeting.
7 h. **Next meeting:** Scheduled for Thursday, January 11, 2006, at
8 10:30 a.m.
9 ii. **Long Range Planning Committee:** There was no meeting.
10 iii. **Fire Committee:** There was no meeting.
11 iv. **Administration & Personnel Committee:** There was no meeting.
12 v. **Park, Recreation and Greenbelt Committee:** There was no meeting.
13 **R. Open Items:** None.
14 **S. Correspondence to the Board:** A customer requested that the District
15 enclosed larger return envelopes with the billing statements. Manager
16 Collins will check into the cost.

17 **4. CLOSED SESSION**

18 There was no closed session.

19 **5. DIRECTORS' COMMENTS**

- 20 • President Danz initiated a discussion about the existing Committee structure
21 (see agenda item 4A). She suggested that the Fire Committee was probably
22 no longer necessary since fire protection services will be provided by NTFPD
23 as of January 2007 and ASCWD interaction with NTFPD will need to be
24 handled at the Board level. The Board may not need the services of the
25 Administration & Personnel Committee, since the bulk of its charter work has
26 been fulfilled with the preparation of District policies and revision of the
27 employee handbook. The only Administration & Personnel Committee
28 function that needs to be carried forward is the annual review of the general
29 manager and the establishment of annuals goals and objectives, which can
30 be handled on an ad hoc basis, rather than by committee. The topic will be
31 revisited at the January board meeting.
32 • President Danz noted that emails from Pam Zinn state that the District winter
33 office hours are 1:30 p.m. until a closing time determined on an as-needed
34 basis. Since the Board has never approved revised office hours, Manager
35 Collins was requested to assure that the office is staffed from 9:00 a.m. until
36 3:00 p.m., the District's regular office hours.
37 • Director Northrop wished everyone happy holidays and a Happy New Year.
38 • The next regular Board meeting is scheduled for Friday, January 12, 2006, at
39 8:30 a.m.

40 **6. ADJOURNMENT**

41 There being no further business before the Board, the meeting was adjourned at
42 12:15 p.m.
43
44

45 Respectfully Submitted,

approved as submitted 1/12/07

46
47 Jancis Martin
48 Recording Secretary