

1 **MINUTES OF THE BOARD OF DIRECTORS ALPINE SPRINGS COUNTY WATER**
2 **DISTRICT**

3 Pursuant to notice given, the regular meeting of the Board of Directors, Alpine Springs County Water District, was held Tuesday
4 October 15, 2002 at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.
5

6 **1. CALL TO ORDER**

7 President Grant called the meeting to order at 8:30 a.m.

8 **PLEDGE OF ALLEGIANCE**

9 Those attending joined in saying the Pledge of Allegiance

10 **ROLL CALL**

11 Directors Present: Janet S. Grant, President; G. Bric Haley; Jerome Leininger; Tom
12 Bass (arrived at 9:00a.m.); G. Wendell Ulberg, Jr., Vice President (arrived at 8:38 a.m.).

13 Director Absent: none

14 Staff Present: John Shaw, P.E. of John Shaw Consulting, LLC, District General
15 Manager; Pam Zinn, Recording Secretary.

16 Guests Present: Virginia Quinan/JMA; Gail & Harvey Denkin/Alpine Manor II resident;
17 Merritt Cutten/Alpine Manor Assn.; Billie Kastan/Tahoe Alpine Homeowners; Shirley Ellis
18 Resident/Candidate; Lowell & Barbara Northrop/Resident/Business Owner; Michael
19 Conn/Alpine Manor II; Jesse Desens/Alpine Manor; Tony Stefani/ Resident; Jon
20 Krauss/Homeowner; Ron Scoglio/resident; Nancy McMurchie/resident; Ed Hardey and
21 Chief Duane Whitelaw/NTPFD.
22

23 **2. PUBLIC PARTICIPATION**

24 Virginia Quinan - made comment as to why there were no minutes to review and that
25 this was becoming a pattern. She also said there was no notice of the meeting date
26 change and wanted to know if there was any closed session items this meeting.

27 President Grant replied "there is no closed session this meeting". She commented about
28 the Budget being passed without comparison to last year's budget (Janis Reams letter).
29 Will there be discussion regarding the Audit? President Grant said yes. The Capital
30 Outlay Report should not be discussing the R1 Well modifications as this was decided to
31 be put off until next spring and thinks this should be changed. How did Manager Shaw
32 figure the addition on the monthly financial statement? Items in the check register she
33 hopes the board would question. For example, the Lawyer in Reno charging \$1,500 and
34 other items also.
35

36 **3. REVIEW OF POLICY 1.0.0 BOARD OF DIRECTORS POLICY OF OPERATION**

37 This item is on the agenda for review purposes only since the Board of Directors have
38 been digressing from this Policy since its adoption on July 12, 2002. General
39 discussion.
40

41 **4. REVIEW AND APPROVAL OF MINUTES**

42 None (Board Secretary was out of the country from 9-18-02 through 10-10-02)
43

44 **5. FINANCIAL REPORT**

45 a. Presentation of Bills – General discussion regarding details of payments and
46 financial institutions. Director Ulberg asked Manager Shaw the purpose of the Month
47 End Net Operating Fund Chart and his response was to help predict cash flow for
48 operations funds. Director Bass asked about where we are YTD with our budget
49 percentage, Manager Shaw said the YTD is accurate. Director Ulberg asked that we
50 clarify the second column on the Profit & Loss Statement so it reads "Budget Y-T-D" to
51 avoid any confusion.

1 Director Leininger made a MOTION to approve the account payables in the amount of
2 \$70,417.92.

3 Director Haley SECONDED the MOTION
4 UNANIMOUSLY APPROVED

5
6 **6. COMMITTEE REPORTS**

7 a. Fire Committee (Director Haley) – met on Oct. 4, 2002, the first Public hearing
8 was on Oct. 10th at 6pm, the second public hearing will be held on Oct. 26th at 2pm and
9 the vote will be at the Nov. Board of Directors Meeting.

10
11 Chiefs Report (Chief Whitelaw) – Following the 10 week pilot program at the AMFD
12 there is a vacancy at the firehouse. There is a NTFPD firefighter interested in this
13 position. Potential to ban burning like Northstar did, although the State Public Resource
14 Code #4390 says a local jurisdiction can't ban burning in non-incorporated areas.
15 Northstar is bluffing and if pushed by an individual the ban can be lifted. More
16 information to come on this later. General discussion continued regarding burn permits
17 and warming fires. Currently law requires a hose to be near the fire, and must not be left
18 unattended. Director Ulberg wanted to know the status of the 10 week pilot program and
19 Chief Whitelaw replied that it may be ready at the next BOD meeting, but it is better to
20 be thorough than quick and that he is still working on it. The report will have staffing
21 options, including annexation with NTFPD. Costs to staff the AMFD with NTFPD
22 personnel is about \$300k per year. SVFD will be offered the opportunity only if no one
23 from AMFD Volunteer Personnel and NTFPD Staff is interested in becoming a
24 resident at AMFD. The resident program takes up to 3 people to cover 24/7 or if one
25 resident is interested in covering more than 1/3rd of the time, then they may get reduced
26 rent and pay; there are many options. Currently rent is \$125/mo. + utilities to cover 1/6th
27 of the 24/7 shift.

28
29 b. Capital Committee (Director Grant)

30 Met on Sep. 19, 2002 to discuss the watershed management plan. Bear Creek is listed
31 as an impaired stream which gives it special consideration. Grant money may be
32 available since it is listed as an impaired stream. ASCWD will work as the lead agency to
33 get evaluations etc. There is interest from Lahontan WCB, Alpine Meadows Ski Area,
34 and USFS. The District doesn't know any of the costs involved yet. In order to maintain
35 control of a watershed program then you have to give financial support which is why we
36 are bringing in so many players and Grant money. Bear Creek was put on the impaired
37 list by a PhD who did a surface water evaluation; this is the best professional opinion.
38 The downside to being on the impaired stream list is that there is sediment in the stream
39 and the Ski Area feels this is bad and wants to get it de-listed. Lahontan's job is to fix the
40 problem if it continues. It will take about two months to define the scope of the study.
41 Lahontan writes the TMDL (total-daily-max-load) and can be a stakeholder or they can
42 write it and leave it, but at this point they are happy that the District is being proactive
43 and part of the solution rather than part of the problem. This is an 18-24 month process
44 and we can either be proactive or we can have this shoved down our throats as
45 Lahontan is already on this. Watershed Agendas can be posted on the web site to help
46 keep the public informed along with newsletters and public hearings. President Grant
47 stated that this is some direction for the General Manager rather than going back to
48 Committee, to define the scope of the plan. Manager Shaw will get the players and
49 define the scope in January. Director Ulberg didn't want to use any outside agencies like
50 Lahontan, but to use Peter and Michael Graf, Alpine Meadows Ski Area and
51 Homeowners Associations first. President Grant advised Directors to make a list in

1 writing for Manager Shaw of who they feel would be good stakeholders. If the BOD
2 wants this to go to Committee after the General Managers list is reviewed then that can
3 be done.

4
5 The Board of Directors took a 10 minute break from 10:35 to 10:45 a.m.
6 Public present requested to move to the Managers Report.

7
8 **8. MANAGERS REPORT**

9 a. Alternative Water Resources – Manager Shaw has requested some direction
10 from the BOD as to what information from staff they would like provided regarding
11 alternatives to the limited water resources of the District. Director Haley would like to
12 have a master list of options to work off, with cost estimates by Jan. 2003 which would
13 also allow for public input. Look at the pros and cons. Could possibly repair the leak on
14 well #1, re-boring; increasing storage capacity; open water lines more; restrict flow
15 through on bear creek and park pond during the day to save water. Look at the costs,
16 pros and cons of Alternatives. Director Bass would like to see a statistical model of
17 water users and how many more potential users may be in the future. There was a study
18 done in 1998 that could be brought forward (showed the source of R1). President Grant
19 also said we could identify conservation measures. Director Bass said we could rehab
20 the R1 connection subjective quality comparison. No one will guarantee the rehabbing of
21 a spring. Feasibility studies can cost about \$7K-\$10K depending on how many items are
22 on it. Director Leininger thought storing excess water makes the most sense, re-boring at
23 well #1 as EIR may never allow the District up again and this requires professional
24 reports. Manager Shaw said they can try to identify where leaks may be by a metallic
25 connection and cutoff wall, listen for the leak, identify it, dig it up and fix it. Staff could do
26 this to keep costs down. Director Haley asked if an engineer has checked well R-1.
27 Manager Shaw said yes, it meets the standards and doesn't understand why we do not
28 use it. Lowell Northrop suggested that well #1 has 2 holes – fix the leaks and you can
29 supply 70 more homes with water. Manager Shaw said the feasibility study would tell us.
30 Director Bass asked Lowell if the \$10K estimate for repair includes heavy equipment,
31 Lowell said no, there is no heavy equipment needed; just lift the man holes and fix the
32 pipes. Billie Kastan asked Manager Shaw if Well R-1 was connected since it was closed.
33 Manager Shaw said no, it is not connected, but the pipes are under ground and
34 backfilled although Well R-2 is connected and has been for a long time. Well R-2 is
35 hooked up for emergency fire or water shortage. AMEW goes on in July so the spring
36 water isn't totally depleted. Water conservation costs nothing, or limit the use of water.
37 Other ideas to get more money to perform some of these tests and reports included
38 mitigations fees for new developments and increased connection fees. Manager Shaw
39 felt that a leak survey would cost about \$30K and takes about three weeks. If a feasibility
40 study is not wanted at this time due to costs involved, Manager Shaw could write the
41 study but he feels it would be viewed as biased. Director Haley felt that we shouldn't
42 depend on conservation solely to mitigate the shortage, but to look at other options
43 before any feasibility study and attach some costs involved to perform some of these
44 repairs etc.

45
46 The Board of Directors moved to item 10. c. to accommodate public interest in the Audit.

47
48 **10. CORRESPONDENCE TO THE BOARD**

- 49 a. Letter from Andrea Tash -reviewed
50 b. Letter from Curt & Bonnie Lofstedt - reviewed

1 c. Letter from Janis Reams of Barnard & Vogler & Co.
2 ASCWD has a three year contract with Barnard & Vogler & Co. which means the last
3 audit is fiscal year 01/02. Barnard & Vogler & Co. has agreed that the District is in
4 compliance and will assign a new auditor. Janis Reams letter is not accurate. Director
5 Haley felt that the BOD should request a letter from Janis Reams boss regarding items
6 in her letter clearing her accusations and state in the letter that ASCWD is in compliance
7 with GAAP. If the audit is filed late Barnard & Vogler & Co. is responsible to the \$5K in
8 fees for filing late. The District doesn't have this in writing at this time but Director
9 suggested Manager Shaw try to get this in writing from Barnard & Vogler & Co. if
10 possible. Barnard & Vogler & Co. as a firm is not licensed in California, but the
11 President of the company as an individual is licensed in California. Director Ulberg
12 stated he spoke with Leslie Dane and they didn't see it as cleared up as Manager Shaw
13 states a d that co-mingling of funds in not a GAAP process without State approval.
14 Manager Shaw asked our CPA to get other firms involved also to make sure we have
15 not done anything wrong. Ed Hardy (public) suggested taking the combined funds with
16 records showing where they are from and where they are now in the monthly financial
17 statement. Because the park fund is an unaudited number they do not match because of
18 this number and that it would be a good idea to do a separate operating statement for
19 the Park.
20

21 The BOD has passed the 12:30pm time policy and it is now 1:30pm. President Grant
22 queried the Board to see if they wanted to finish this meeting later this evening, or
23 another day. Members of the Board agreed to meet at 5:30pm on 10/15.
24

25 Meeting was called to order at 5:33 p.m. on Oct. 15th, 2002. All Directors are present
26 except for Director Haley who arrived at 5:35 p.m. and Director Ulberg who arrived at
27 5:40 p.m. The BOD continued the meeting on item 6. item c. (committee reports)
28

29 **6. c. Budget & Finance (Director Bass)**

30 Presentation and possible adoption of a draft Director's Pay Policy. Maximum pay
31 allowed to a Director for a regular scheduled Board meeting is \$200 (this includes \$100
32 for one day prep. time). There will be no pay if the meeting is not attended. Committee
33 meetings board members will be paid \$100 per day to attend. The Board President is
34 paid \$100 a day for up to one additional day for District work during that month. General
35 discussion regarding meeting prep. time, committee meetings, and regular Board
36 meetings. This is a reduction in pay to the Board of Directors in order to comply with the
37 law. This is a maximum of 36 days paid per year.

38 Director Bass made a MOTION to adopt the BOD pay as stated with a maximum of 36
39 days per year.

40 Director Haley SECONDED the MOTION.

41 Discussion: Director Ulberg wanted to know how this was brought up. Manager Shaw
42 said he saw an article about a Board in Marin that got in trouble.

43 APPROVED by MAJORITY VOTE
44

45 **d. Park Committee (Director Bass) –met on Sept. 20, 2002**

46 There will be a survey of residents and park users going out to determine the need for a
47 young children's play area. Virginia Quinan said a play area can cost anywhere from
48 \$1,000 - \$20,000. President Grant said the new park being built in Squaw Valley which
49 is to have a children's play area in the middle range and costs about \$60,000.

50 Discussion of a policy be adopted that the District will not provide park amenities beyond
51 the current level of furniture, BBQs, volley ball apparatus, without a user survey that

1 justifies the need. That a weekly park pass be available for \$40. That reserved group
2 use (25 or more) is restricted to one event per day. Other discussion included the
3 Dwight Steele Memorial using a bench with rocks on each side and a plaque behind.
4 Software upgrade for the entrance system to the park, check out pc anywhere as it may
5 also work; and tennis court fencing. Director Ulberg had requests for the next Park
6 Committee meeting to discuss the gate being propped open, park attendant, charging
7 users for water going into the pond.
8

9 Director Bass made a MOTION to adopt a policy that the District will not provide park
10 amenities beyond the current level of furniture, BBQs, volley ball apparatus, without a
11 user survey that justifies the need.

12 Director Leininger SECONDED the MOTION.

13 APPROVED BY MAJORITY VOTE.
14

15 Director Bass made a MOTION that a weekly park pass be available for \$40 (family
16 pass).

17 Director Leininger SECONDED the MOTION.

18 APPROVED BY MAJORITY VOTE.
19

20 Director Bass made a MOTION that reserved group use (25 or more) is restricted to one
21 event per day.

22 Director Leininger SECONDED the MOTION.

23 APPROVED BY MAJORITY VOTE.
24

25 e. TTSA Report (Director Ulberg) – Verbal Report Given

26 General Discussion Included: Airport District wants to get involved with land that TTSA
27 owns. Bus Barn has already been done as part of the land swap. TTSA will do a land
28 review before Airport issue is discussed. 31.5 acres vs. 31.5 acres; TTSA would take the
29 ridgeline and Airport would take prime land and make it money producing. Questions
30 about whether the school district will be charged for sewer connections. TTSA will be
31 proceeding with the plant expansion and will be sending it out for bid. They received
32 \$560K from the state but are in need of a water conservation plan before the expansion.
33 The pilot study program is almost done.
34

35 **7. ITEMS FOR BOARD DISCUSSION & ACTION**

36 a. Policy Outlining Monthly Financial Report Requirements

37 President Grant asked that this be sent to Budget & Finance Committee.
38

39 The Board of Directors proceeded with Managers Report 8.0, item b.-Billing
40

41 **8. MANAGERS REPORT**

42 b. Billing - 2nd notices are coming out & irrigation credits. Garbage bills getting
43 sorted out. Receivables are at \$120K (2/3 of bills have been paid so far).

44 c. Hours of Operation – currently the District has the main hours of operation set at
45 9am-3pm with a recording and sign posted when there is no one in the office or on the
46 other line. Directors were polled to see if everyone was okay with this, and all Directors
47 with the exception of Director Ulberg felt that this was fine. Director Ulberg felt that
48 someone should be in the office from 7am – 4:30 pm Monday – Friday.

49 d. CDSA Conference – very good conference, items covered were Government
50 Mandate Expenses Board, California State Budget, Board – Manager Communications,

1 The Brown Act, and Governance Academy. Directors can attend any Committee
2 Meeting as a member of the public.
3 e. Watershed Management Plan was covered earlier with the public.
4 f. Sewer Report – General Discussion
5 Director Ulberg requested more description on the Agendas (referring to the Brown Act).
6 Director Bass left at 6:45 p.m. to attend a class in Tahoe City.
7

8 **9. CLOSED SESSION**

9 There was no closed session at this meeting.
10

11 **11. DIRECTOR COMMENTS**

12 President Grant would like the Administrative Committee to figure out how to handle
13 Board correspondence. President Grant asked Director Ulberg about the status of
14 By-Laws from last month? Director Ulberg stated they couldn't get together. Manager
15 Shaw stated he is available all this week and next, whatever works for Director Ulberg.
16 Director Leininger asked Manager Shaw to keep in mind the PCWA agreement; they
17 have to help out the E. Slope Districts with any water issue that we can ask for help on.
18 Manager Shaw said that the PCWA offered a \$5K grant to the District in the year 2000,
19 which was never accepted. We are trying to resolve that now so that we could use this
20 money to help with a watershed management plan.
21 The next regularly scheduled meeting of the Board of Directors will be on November 8,
22 2002 at 8:30 a.m.
23

24 **12. ADJOURNMENT**

25 There being no further business before the Board the meeting was adjourned at
26 7:00 p.m.
27
28
29

30 Respectfully Submitted,

Approved as Corrected 11/8/02

31
32
33 Pam Zinn
34 Recording Secretary
35