

Alpine Water Company

100 Nutcracker Road, Bishop CA 93514

Minutes of a Special Meeting of the Alpine Water Company: Sept. 10, 2022 (Part 2)

These minutes chronicle the second half of an Alpine Water Company meeting on Sept. 10th. The first half, detailed in another set of minutes, focused on improvements in our banking practices. The second half reports a presentation by Dave Tanksley informing us of a long list of to-dos required to bring the Alpine Water Company into compliance with California state guidelines.

After a 15 minute intermission, President and Chairman of the Board Jerry Billings called the meeting to order at Sept. 10th at 1:30 pm. Present were Directors Jerry Billings, James Anthony ("Tony") Phillips, Brian Nix, and newly-elected Ellen Evans. The meeting took place at 162 Alpine Drive.

Tony Phillips introduced a guest speaker, Dave Tanksley, a resident of Aspendell and professional manager of small water companies (including our neighboring Aspendell Mutual Water Company). During a 45-minute presentation, Dave reviewed a long list of California state requirements for small water systems with an emphasis on compliance by the Alpine Water Company. Topics included water testing, record-keeping (including "well logs"), valve testing and maintenance, hydrant flow testing, future mandatory metering of household water usage, and many other items. His complete list (attached) was 32 items long. Dave also touched upon some non-mandatory "best practices" such as the creation and maintenance of a "Capital Improvement Plan."

After Dave completed his presentation and conducted a Q&A, he was dismissed, and the Board continued the discussion among themselves. The Board selected a number of items from Dave's presentation for immediate action with special emphasis on the creation of a Capital Improvement Plan.

Realizing the scope of the work to be done bringing the Alpine Water Company into compliance with best practices and State guidelines, the Board voted to compensate the Directors by exempting all Directors from the recent \$5000 special assessment. No Director would have to pay this assessment. Jerry Billings, Tony Phillips, Brian Nix, and Ellen Evans unanimously approved this proposal.

President Jerry Billings adjourned the meeting on Sept. 10th at approximately 2:30 pm.



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Below is a list of information/documents/records that we would like to see. If they do not exist or need to be located that is okay. With the liability in this era we have to cover all the bases to ensure we comply with current water regulations and corporation codes. It is our intent to ensure compliance in all areas of your system. Once these things are in place it is just a matter of maintaining compliance.

1. Permit to Operate
2. Operation Plan
3. Source Assessment
4. Small water system vulnerability assessment.
5. Drought Policy
6. Water Conservation Policy
7. Cross Connection Control Policy
8. Back flow device inventory and certification files. Need to ensure devices are and have been tested yearly as required.
9. Payment Policy
10. Procurement Policy
11. Individual water service shut off policy/procedures.
12. Consumer Confidence Reports
13. EAR. Annual reports.
14. Last site inspection/sanitary survey reports from EHS
15. Emergency Notification Plan
16. Emergency call out procedures/notifications
17. Valve exercise logs
18. Flushing logs and procedures. Dead ends?
19. Chlorination/Disinfection Plan
20. BSSP: Bacteriological site sampling plan
21. BSSP testing results/citations.
22. WQMP: Water sampling schedule/records/locations/results.
23. Capital Improvement Plan
24. System as builds/plans
25. Board's life limits on system parts.
26. Inventory of system. Need ages.
27. Well pump data/ Ages/installation
28. Well Data/Depth/draw down
29. Well flow testing data
30. Tank information/cleaning schedules/service intervals.
31. Customer complaint logs

32. Account sources, Western Nevada, Browns Supply, etc. Signatory authority.
33. By Laws
34. CRWA membership?

This information is a good start for us.