

**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, April 8, 2011, 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; Charles Nungester, Vice President;
7 Jon Northrop; Virginia Quinan.

8 Directors Absent: Janet S. Grant.

9 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
10 Maintenance; Mike Dobrowski, CPA (by telephone); Jancis Martin, Recording
11 Secretary.

12 Guest Present: Duane Whitelaw/NTFPD; David Kershaw/Stantec; David
13 Jaramillo/forester; Chris Nelson/Alpine Sierra.

14 **2. SWEARING IN OF BOARD MEMBERS**

15 This was an outdated item of business from the December 10, 2010, Board
16 meeting, mistakenly placed on today's agenda.

17 **3. PUBLIC PARTICIPATION**

18 None.

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

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

24 **A. Financial Reports:**

25 Mike Dobrowski, District CPA, participated in discussion of this agenda
26 item by telephone.

- 27 • Mike characterized the month as routine financially.
- 28 • Quarterly financial reports for the quarter ending March 31, 2011, will
29 be available for the May meetings of the Budget & Finance Committee
30 and Board.
- 31 • Mike thanked Staff for their hard work on the budget.

32 i. **March Month-end Financial Statements:** Director Nungester made
33 a MOTION that the Board accept the March 31, 2011, month-end
34 financial reports. Director Northrop SECONDED the motion.
35 Directors Northrop, Nungester and Quinan being in favor, the motion
36 was APPROVED.

37 ii. **March Expenses Paid & Payable:** The Directors reviewed the
38 monthly check register. Director Quinan made a MOTION that the
39 Board approve the Expenses Paid & Payable (the debits for payroll
40 and checks 25555 through 25593). Director Northrop SECONDED
41 the motion. Directors Northrop, Nungester and Quinan being in favor,
42 the motion was APPROVED.

43 **B. Approval of Minutes of Regular Board Meeting Held on March 11,**
44 **2011:**

45 Director Northrop made a MOTION that the Board approve the minutes of
46 the March 11, 2011, Regular Board of Directors Meeting. Director Quinan
47 SECONDED the motion. In discussion, the following correction was
48 proposed:

- 49 • Page 4, line 11: replace "raise from \$25 to \$35" to "leave at \$25".

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1 Director Northrop AMENDED the motion to include the correction.
2 Director Quinan SECONDED the amended motion. Directors Northrop,
3 Nungester and Quinan being in favor, the amended motion was
4 APPROVED.

5 **D. General Manager's Report:**

6 John Collins, General Manager, provided a written report on his activities
7 during the month of March, with brief discussion on the following topics:

- 8 • Sierra Nevada Conservancy (SNC) Fuels Reduction Grant: There was
9 no activity to report. David Jaramillo, who manages the SNC grant
10 activity for the District, made a status presentation to the Board today
11 (agenda item 4G).
- 12 • Alpine Sierra Subdivision: Manager Collins reviewed the final draft of
13 the Alpine Sierra Development Water and Sewer Facility Evaluation.
14 The draft was presented to the Board today (agenda item 4E).
- 15 • Marten Barry's Property: Appraisal and surveying of the property were
16 completed, and the paperwork sent to Placer County Title. The title
17 company could not find record of District ownership of the property.
18 Staff forwarded to the title company pertinent documents and is
19 awaiting a response.
- 20 • Fiscal Year 2011/2012 Budgets: Manager Collins continued to work
21 on next year's operating and capital budgets.
- 22 • Placer County Semi-annual Stakeholders' Meeting: Manager Collins
23 attended this meeting, where County personnel report to small
24 districts about public works projects. He reported that Highway 89 will
25 be paved between Squaw Valley and Truckee in 2013.
- 26 • Manager Collins has not yet researched the cost of a sand volleyball
27 court.

28 **H. Operations & Maintenance Department Report:**

29 Buz Bancroft presented a written report for the month of March that
30 included status updates on water, sewer, garbage and other services
31 provided by the District.

- 32 • Buz worked on snow removal at the office and from fire hydrants, and
33 on next year's budget.
- 34 • Routine water samples were absent coliform bacteria. No spring
35 samples were obtained because the springs are inaccessible.

36 **I. Resolution 1-2011: Requesting Collection of Charges on Tax Roll:**

37 President Danz reminded the Board that this resolution is the mechanism
38 by which the District sends its delinquent accounts to Placer County for
39 collection. Director Northrop made a MOTION that the Board adopt
40 Resolution 1-2011: Requesting Collection of Charges on Tax Roll.

41 Director Nungester SECONDED the motion. Roll was called to approve
42 the Resolution. Ayes: Directors Northrop, Nungester, Quinan and
43 President Danz. Noes: none. Absent: Director Grant. The Resolution
44 was APPROVED.

45 **J. Nomination for CSDA Board of Directors:**

46 President Danz asked if any of the Directors wished to run for Seat C,
47 Region 2, of the California Special Districts Association Board of
48 Directors, or knew of anyone who wished to run. Director Quinan said

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1 Director Grant might be interested. President Danz tabled further
2 discussion until next month, so Director Grant can participate.

3 **K. TTSA Report:**

4 There has been no TTSA Board meeting since the March ASCWD Board
5 meeting. The next TTSA Board meeting is scheduled for April 13.

6 **L. District Semi-Annual Newsletter:**

7 The Board reviewed the draft of the spring newsletter.

- 8 • In response to a question from Director Northrop, Manager Collins
9 confirmed that service dogs are allowed in the Park. President Danz
10 suggested the addition of “(for exceptions, contact the District office
11 manager)” following the reminder about pets not allowed in the Park,
12 in the newsletter and in any other document that involves Park rules &
13 regulations.
- 14 • With all newsletters sent out via US postal service, Staff will include
15 an advisement that recipients who wish to receive the newsletter via
16 email should notify the Office.

17 **M. Goals and Objectives for Fiscal Year 2012:**

- 18 • The Directors reviewed the document at last month’s meeting. At that
19 time, approval was tabled, pending provision to the Board of a version
20 of the document showing changes to the previous year’s Goals and
21 Objectives.
- 22 • The following modifications were proposed at today’s meeting:
 - 23 ○ Item 4 under Board Goals and Objectives: replace “quarterly” with
24 “semi-annual”,
 - 25 ○ Item 3 under General Manager Goals and Objectives: renumber
26 section c as b, renumber section d as c, delete section e.

27 Director Northrop made a MOTION that the Board adopt the proposed
28 Goals and Objectives for Fiscal Year 2012, with the suggested
29 modifications. Director Quinan SECONDED the motion. Directors
30 Northrop, Nungester and Quinan being in favor, the motion was
31 APPROVED.

32 **C. Fire Department Report:**

33 Chief Whitelaw from NTFPD was in attendance and reported the
34 following:

- 35 • March Dispatch Report: 13 of the 20 calls to dispatch were from the
36 ski area.
- 37 • Safety Rules Associated with Propane Tanks: Chief Whitelaw said the
38 severity of deep snow, which the area experienced in March,
39 complicates issues for public safety services and for homeowners. A
40 number of low-frequency, high-risk events occurred in Alpine
41 Meadows and in other high-elevation neighborhoods, caused by
42 problems with propane leaks and power lines encased in snow.
43 NTFPD tries to respond to such incidents and mitigate them. Chief
44 Whitelaw said he would like to work with the District to educate its
45 customers about rules associated with propane tanks, especially
46 regarding annual inspections, the staking of the tanks and property
47 owners’ responsibility to dig out their tanks and keep them exposed.
48 When NTFPD gets a gas odor call, the responders have to find the
49 tank, dig down and shut it off. Director Nungester asked who was

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1 responsible for the stakes. Chief Whitelaw said the propane vendors
2 were responsible, but sometimes the stakes are so old they do not
3 relate to propane vendors still in business. President Danz said if
4 NTFPD provided pertinent written material to the Office by the middle
5 of next week, the District would disseminate it to the community as an
6 insert in the District newsletter.

7 **G. Sierra Nevada Conservancy Grant Update:**

8 David Jaramillo updated the Board on the status of work performed under
9 the SNC grant.

- 10 • David distributed before and after pictures of the areas already
11 treated. He reported that he hired a Rifle Peak crew, from Incline
12 Village, to do the thinning. The crew piled most of material and David
13 will have the material burned sometime this fall. They were able to
14 use the Rifle Peak chipper to chip most of the material from the
15 treatment area along Bear Creek, and used the chips in the Park area
16 and along some of the roads.
- 17 • The work to date has used about \$55K of the grant funds, and the
18 burn will require at least \$25K more. That leaves about \$40K
19 available, so David would like to move up the creek onto Bear Creek
20 Association (BCA) property. He walked with Ernest Wertheim, head
21 of the BCA tree committee, to prioritize the areas with easy access
22 that will be cost effective to treat. There are only a few days of work
23 left. The material removed will be chipped, rather than cured and
24 burned. He will work with Manager Collins to find disposal sites for
25 the chips. Some possibilities are the ski resort and the service area
26 above John Scott Trail, owned by BCA.
- 27 • The BCA areas with highest priority are: along Cub Lane, above John
28 Scott (approximately 10 acres, affecting the condos), the west end of
29 the pond and isolated BCA parcels. David will walk with the BCA tree
30 committee again before finalizing the list of treatment areas.
- 31 • David will need to update Lahontan Regional Water Quality Control
32 Board, obtain the burn permit from Placer County, and complete the
33 science review of the burns.
- 34 • President Danz asked two questions on behalf of Director Grant: 1)
35 Are the proposed treatment areas all owned by BCA? 2) Were they
36 included in the initial fire study? David said the answer to both
37 questions was yes.
- 38 • Chris Nelson said he owned some of the parcels David was talking
39 about. David said he planned to hire a surveyor to make sure he did
40 not trespass during treatment.
- 41 • Director Quinan mentioned that BCA had not contributed funds to the
42 project. Manager Collins said he would approach the BCA
43 representative. President Danz said Manager Collins should mention
44 that, at the outset of the grant work, the District did not anticipate
45 working beyond Juniper Mountain and Alpine Meadows Estates
46 Association, who both contributed funds to the project, but since BCA
47 will be benefiting from the proposed treatment areas, it would be
48 appropriate for them to contribute to the project now. Manager Collins

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1 will determine the appropriate amount to request, based on the size of
2 the respective areas treated in the various HOAs.

- 3 • Director Quinan asked if David had considered treating the area along
4 the road between the Office and the stables, saying the trees were
5 very dense. David said he would look at the area.
- 6 • President Danz asked what notification would be provided to residents
7 this fall concerning the burn. David said there would be roadside
8 signs. He said email notifications were possible, but it was hard to
9 give precise notification, since he has no control over authorized burn
10 days. Manager Collins said he would work with David to determine a
11 block of time during which the burn would take place. President Danz
12 said the District could then provide that information to residents via
13 email.

14 **E. Alpine Sierra Development Water and Sewer Facility Evaluation:**

15 David Kershaw, representing Stantec Consulting Services, and Chris
16 Nelson, representing Alpine Sierra Development (ASD), were in
17 attendance and participated in discussion of this agenda item.

- 18 • David said the evaluation describes 1) how to provide ASD with water
19 and sewer services and 2) necessary ASCWD capital improvements.
20 The various steps in developing the system design were 1)
21 developing a hydraulics model (calculating pressures and pressure
22 zones), 2) evaluating storage requirements, 3) determining how to
23 supply water and meet max day demands and 4) determining how to
24 supply sewer service.
- 25 • Table 1 and Figure 1 show development of the proposed water and
26 sewer infrastructure for ASD separated into phases I, II, and III. The
27 main design requirements were to provide minimum pressure of 40
28 psi, maximum pressure of 150 psi and two tie points to provide
29 redundancy.
- 30 • Table 6 shows the water storage in each pressure zone. Stantec
31 determined that the District has adequate storage to serve ASD.
- 32 • Tables 1-5 show ASD's estimated demand, system demand per
33 pressure zone, supply capacity summary, existing system pressure
34 zone surplus/deficit and pressure zone surplus/deficit with ASD
35 demands. Table 4 shows that Zones 1 and 4 have surplus max day
36 demand capacity, but that Zones 2 and 3 have a deficit. California
37 state code requires that any new development not worsen any
38 existing max day demand deficit. So the implementation of ASD's
39 water infrastructure requires an increase in water supply to Zone 2.
- 40 • The option Stantec studied to improve max day demand in Zones 2
41 and 3 was to pump water from Well R-1 up the hill. They determined
42 the size of pump stations required, updated the District's master water
43 plan to include the infrastructure to move water within ASD, as well as
44 moving water up the hill to the development.
- 45 • To address the District's interest in improving fire flow, Stantec looked
46 at changing the system zoning, particularly with respect to Juniper
47 Mountain. Juniper Mountain is currently in Zone 3, but Stantec
48 proposes creating a Zone 2A for this area. Improvements would

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- 1 involve installation of 820' of 8" pipe and two pressure reducing
2 stations.
- 3 • Director Nungester asked if Stantec had included the undeveloped
4 property above Juniper Mountain in their evaluation. President Danz
5 said the evaluation addresses desired improvements to the existing
6 District infrastructure which are required to supply ASD. Any future
7 developer will have to evaluate how its needs will be served by the
8 District, in a similar process to the one used for ASD.
 - 9 • David said that the additional demands within the system increased
10 the amount of water that had to be pumped from the lower part of the
11 valley to the upper zones. Stantec calculated the resizing of the
12 District's booster pumps accordingly. Booster pump sizing and costs
13 are preliminary; costs will become more accurate as the design gets
14 more detailed.
 - 15 • Chris Nelson asked why the District was not using its springs.
16 Manager Collins said a previous study showed spring output had
17 decreased over time. The Forest Service said the District cannot
18 further develop Spring 1 (although it was more lenient about Springs 2
19 and 4) so the District switched its focus to developing existing wells.
 - 20 • Dave referred the Board to Figure A3, to show that one of the weakest
21 links in the entire system is the connection between Zones 1 and 2.
22 The system should have redundancy between zones. Accordingly,
23 Stantec recommends the 8" pipe along Alpine Meadows Road.
 - 24 • Stantec recommends an additional connection between Zones 1 and
25 2, which is contingent upon receiving an easement from BCA. It
26 would provide three points of connection between Zones 1 and 2 and
27 improve fire flow along the lower portion of John Scott Trail.
 - 28 • Table 8 details Stantec's recommendations and costs per phase of
29 ASD water infrastructure development, along with recommendations
30 for improvements to the District's water system.
 - 31 • Stantec studied two options for supplying sewer services to ASD.
32 One is to use gravity flow (which requires an easement from BCA)
33 and the other is to install a lift station. Chris said he has had a hard
34 time getting agreement from BCA for the easement. He has tried to
35 show them that the improvements he intends to provide will benefit
36 BCA.
 - 37 • Figure 5 shows the easements that will be needed to support
38 development of water and sewer services to ASD.
 - 39 • Manager Collins said the Board should acknowledge receipt of the
40 report and direct him to work with Chris to negotiate cost-sharing.
41 Manager Collins said the District would normally pay its share of any
42 improvements that increase its own capacity or infrastructure. If the
43 District wants to build some of the infrastructure improvements before
44 ASD is ready, the District would restructure the ASD connection fees
45 to cover the cost of the improvements. The next step is issuing the
46 "Will Serve" letter to the County, indicating the District's intent to
47 provide water and sewer services to ASD.
 - 48 • Director Northrop made a MOTION that the Board acknowledge
49 receipt of Stantec's Proposed Alpine Sierra Development Water &

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1 Sewer Facility Evaluation, dated March 17, 2011, and direct Staff to
2 work with Chris Nelson to develop a cost-sharing agreement for items
3 1a, 1b, 2 and 3 on Table 8 of the Evaluation. Director Nungester
4 SECONDED the motion. Directors Northrop, Nungester and Quinan
5 being in favor, the motion was APPROVED.

- 6 • Chris said he would like to receive District material via email. BCA
7 would also like to receive updates on the project. Manager Collins will
8 provide them with a copy of the report.
- 9 • President Danz said Dave did an excellent job and thanked Chris for
10 participating in the discussion. She asked if Chris could provide a tour
11 of the property when the snow is gone; he agreed.

12 **F. Stantec Proposal Regarding Evaluation of AME Well and Well R-1:**

- 13 • Manager Collins said the evaluation of the two wells was necessary
14 so an accurate capacity would be used during design, both within the
15 current infrastructure, as well as for the expanded infrastructure
16 required to support the Alpine Sierra Development. Specifically, the
17 District needs to know the state of the casing, how deep the wells are,
18 and the condition and location of screens. He asked Stantec to
19 provide a proposal to evaluate the AME Well and, since the District
20 has been experiencing aeration issues with Well R-1, he asked them
21 to include it in the proposal and evaluation. The cost of evaluating
22 Well R-1 is not part of the District's capital plan. The evaluation for
23 each well would involve videoing the well, performing an initial pump
24 test (step-drawdown), pulling the pump, removing any encrustation
25 and treating the well to remove precipitates, dumping the sediment
26 into the sewer, putting the pump back in the well and doing another
27 pump test. Hopefully, the wells are just encrusted and this
28 rehabilitation method will increase their pumping capacity. This type
29 of rehabilitation is a necessary part of well maintenance. Manager
30 Collins asked Stantec to separate out the cost of the pump contractor
31 (Carson Pump) so he can negotiate directly with them. He needs
32 Board approval today of \$8,041 for Stantec's proposal; next month
33 Carson Pump's proposal will be presented to the Board for separate
34 approval.
- 35 • Director Nungester questioned Carson Pump's assertion that the
36 addition of acid would raise the Ph in the wells. Manager Collins
37 defended Carson Pump's work and said he will communicate with
38 Carson Pump to correct the wording of the line items of concern.
- 39 • President Danz asked if the AME Well was critical to the proposed
40 Alpine Sierra infrastructure, why was it not shown on Figure 2 of the
41 Proposed Alpine Sierra Development Water & Sewer Facility
42 Evaluation? If it is not important, why should the Board approve the
43 proposal to perform the evaluation? Dave Kershaw said that figure
44 was intended to show booster pumps; he apologized for not showing
45 the location of the AME Well. The well is only used in August, to meet
46 increased max day demand. The capacity shown for the AME Well in
47 the report is for current capacity. Dave said the AME Well was used
48 in the model for the report.

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- 1 • President Danz noted that the Professional Services Terms and
2 Conditions referenced in section 4.0 was missing. Manager Collins
3 said he informed Stantec that the District will use its own Professional
4 Services Agreement. President Danz said the reference in section
5 4.0 must be removed before the contract is signed.
- 6 • Director Nungester pointed out that in section 3.0, the cost for
7 Stantec's services is shown as \$9,052; it should be changed to
8 \$8,041.

9 Director Northrop made a MOTION that the Board approve Stantec's
10 Proposal to Provide Well Rehabilitation Services (specifically, for the AME
11 Well and Well R-1), dated April 5, 2011, at a cost not to exceed \$8,041,
12 and using the District's Professional Services Agreement. Director
13 Nungester SECONDED the motion. Directors Northrop, Nungester and
14 Quinan being in favor, the motion was APPROVED.

15 **N. Review of Board and General Manager:**

16 The Board discussed the procedure and format for review of the Board
17 and General Manager, which will take place at the May Board meeting.
18 President Danz asked Director Nungester to work with Pam to get
19 material to the Directors. He will need feedback by May 6. Pam will
20 format the material sent to the Directors to provide space for responses.

21 **O. Committee Reports:**

- 22 i. **Budget & Finance Committee:** President Danz presented a written
23 report of the Committee's April 7 meeting.
 - 24 a. **Non-standard Transactions:** None.
 - 25 b. **Investments/cash:** No CDs will mature before the next
26 Committee meeting.
 - 27 c. **Draft of Operating and Capital Budgets for Fiscal Year 2012:**
 - 28 • Staff presented a second draft of the operating budget.
29 President Danz said it looks good. A couple of additional
30 expenses need to be added. Since the auditors suggested
31 that the District consider raising rates, the budget will include
32 the cost of a rate study along with the cost of public notices.
 - 33 • The Committee also reviewed the first draft of next year's
34 capital budget and added one item: a new computer for Buz.
35 Manager Collins will revise the budget to show, for each
36 project under consideration, the total project cost, and the
37 amount to be expended in FY 2012.
 - 38 • At the May meeting, the Board will be presented with the
39 overall operating budget, the operating budget split out by
40 fund, the operating budget split out by month, and the capital
41 budget. The Board will vote on the budgets at the June
42 meeting. The Committee asked Manager Collins to keep
43 allocations among funds the same this year, except that
44 property taxes will be allocated 85% to Fire and 15% to Park
45 (rather than 80%/20%).
 - 46 • Director Nungester asked if the District was planning to send
47 the ski resort a debt reduction payment. President Danz said
48 no, because no decision has been made. The issue will
49 probably arise again this summer, after the snow-making

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1 season is over. President Danz said the best plan might be to
2 send debt pay-off checks in several installments. That would
3 force the ski resort to acknowledge and discuss the issue, but
4 also provide the resort time to adjust to the change in their
5 budget. Director Nungester recommended initiating the pay-
6 off sooner than this summer; he believes the ski area needs
7 the revenue. President Danz will place the topic on the May
8 agenda. President Danz asked Manager Collins to give her a
9 copy of the contract prior to the meeting. The contract does
10 not say anything about prepayment of debt or what happens
11 after the debt is paid off. Manager Collins has advised the ski
12 area that, after the debt is retired, they will be treated like any
13 other customer and charged the same rates. President Danz
14 said this is a good time for the District to pay off the wells
15 because cash is available, the Board is doing an excellent job
16 on budgeting and on capital projects, and the District has
17 emergency reserves.

18 **d. Requests from Customers for Adjustments to their Bills:**
19 None.

20 **e. Requests for Unbudgeted Expenses:** None.

21 **f. Next meeting:** Scheduled for Friday, May 13, at 8:30 a.m.

22 ii. **Administration & Personnel Committee:** There was no meeting.

23 iii. **Park, Recreation & Greenbelt Committee:** There was no meeting.

24 iv. **Long Range Planning Committee:** There was no meeting.

25 **P. Open Items:**

26 None.

27 **Q. Correspondence to the Board:**

28 None.

29 **5. DIRECTORS' COMMENTS**

- 30 • The next Board meeting is scheduled for Friday, May 13, at 10:00 a.m.
- 31 • President Danz has to reschedule the June meeting. It is currently scheduled
32 for June 10, but will need to be rescheduled, possibly to the beginning of the
33 following week. The Board tentatively agreed to hold the meeting Tuesday,
34 June 14, at 10:00 a.m., preceded by the Budget & Finance Committee
35 meeting the same morning at 8:30 a.m.

36 **6. CLOSED SESSION**

37 None.

38 **7. ADJOURNMENT**

39 There being no further business before the Board, the meeting was adjourned at
40 10:38 a.m.

41
42 Respectfully Submitted,

approved as submitted 5/13/11

43
44
45
46 Jancis Martin
47 Recording Secretary