

**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 Thursday, March 9, 2006, at 1:00 p.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Danz called the meeting to order at 1:01 p.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; Jancis Martin, Recording
10 Secretary

11 Guests Present: Robert Ferwerda/AMEA resident; Lowell and Barbara
12 Northrop/AMEA residents

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

17 **2. PUBLIC PARTICIPATION**

18 None.

19 **3. ITEMS FOR BOARD DISCUSSION & ACTION**

20 **A. Financial Report:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda
22 item by telephone. He reported that the District's expenses are tracking
23 like last year's; net income is slightly above budget. Barring any
24 unforeseen major repairs, the District should have a decent year with
25 respect to net income compared to budget. Three CDs will come due in
26 March. Net income from interest is higher than last year.

27 i. **Financial Statements – March 7, 2006:** Director Northrop made a
28 MOTION that the Board accept the financial statements, dated March
29 7, 2006, as presented. Director Quinan SECONDED the motion. All
30 Directors being in favor, the motion was APPROVED.

31 ii. **Budget Forecast:** Manager Collins prepared a forecast for income
32 and expense for the remainder of the year. He said that, for most of
33 the expenses, he took the actual amount spent through February,
34 calculated a monthly average and projected the expenses forward
35 using that average. He then adjusted these amounts for known
36 differences. The forecast shows that total revenue for the year will
37 exceed budget by about \$71,000. In retrospect, Manager Collins
38 believes that the projected revenues may be artificially high, based on
39 an unrealistic expectation that all Alpine Knolls customers would be
40 paying connection fees in full by the end of the year (which is unlikely
41 to be the case). Manager Collins stated that revenues will probably be
42 closer to \$41,000, based on the correction to the connection fee
43 revenue and that forecasted net income should be slightly over
44 budget after corrections to several expense categories are made.
45 Next month, Manager Collins will prepare a spreadsheet with the
46 detail to support the forecast.

47 iii. **Expenses Paid & Payable – March 8, 2006:** The Directors reviewed
48 the monthly check register. Director Quinan made a MOTION that the
49 Board approve the Expenses Paid & Payable (checks 22252 through

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1 22304). Director Grant SECONDED the motion. In discussion,
2 Director Grant asked for a status update on the District's expectation
3 that the cost of its internet access would decrease. Pam Zinn
4 reported that Exwire (the current provider) had expected that its rates
5 would go down when other Alpine Meadows customers signed up for
6 the T-1 service. However, ASCWD remains the only Exwire T-1
7 customer in the Valley so the cost has not changed. Possible
8 alternatives were discussed: (1) satellite modem would be slower and
9 less reliable; (2) CBridge (cable modem) is not in the Valley yet but
10 may be coming soon; and (3) SBC is not available yet. Director
11 Quinan asked about the payment to Sierra Control Systems; it was for
12 repair to the office server. All Directors being in favor, the motion was
13 APPROVED.

14 **B. Approval of Minutes for the Regular Board Meeting held on February**
15 **10, 2006:**

16 Director Grant made a MOTION that the Board approve the minutes of
17 the February 10, 2006, Regular Board Meeting. Director Northrop
18 SECONDED the motion. All Directors being in favor, the motion was
19 APPROVED.

20 **C. Resolution 1-2006: Designation of Authorized Agent:**

21 Manager Collins reported that the District filed its application to FEMA to
22 obtain Federal and State emergency disaster assistance. As part of the
23 application, FEMA requires that the District designate individuals
24 authorized to sign paperwork, etc. Director Grant made a MOTION that
25 the Board adopt Resolution 1-2006, Designation of Applicant's Authorized
26 Agent. Director Northrop SECONDED the motion. Roll was called to
27 approve the Resolution. Ayes: Directors Grant, Northrop, Nungester and
28 Quinan and President Danz. Nays: none. The Resolution PASSED.

29 **D. Establishment of a Local Fire Safe Chapter:**

30 Don Nelson, Fire Safe Program Manager for Placer County, was unable
31 to attend today's meeting. Director Quinan reported that John Pang, fire
32 chief at Meeks Bay, initiated a defensible space project under the
33 auspices of a Fire Safe Council and was able to obtain funding through
34 the North Tahoe Conservancy for machinery to provide chipping services.
35 She recommended that similar action be pursued in the Valley. President
36 Danz pointed out that the Board is not responsible for the creation of a
37 Fire Safe Chapter or Council and that it is up to other entities within the
38 Valley (e.g., homeowners' associations) to take further action.

39 **H. Financial Audit – Fiscal Year 2007:**

40 The Board discussed a proposal from Damore, Hamric and Schneider,
41 the District's auditors, to review the calculation of the District's
42 appropriations limit as part of the fiscal year 2007 financial audit.
43 Manager Collins reported that this proposal was now before the Board
44 because it was inadvertently omitted when last month's audit proposal
45 was reviewed and authorized by the Board. Director Grant asked why the
46 auditors proposed to perform this work; in the past, the appropriations
47 limit was calculated by the District. Manager Collins will research the
48 issue. President Danz suggested that the topic be tabled until next
49 month, pending the results of Manager Collins' research.

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1 **I. Operations & Maintenance Department Report:**

2 In Buz Bancroft's absence, Manager Collins verbally reported that:

- 3 • Buz had to leave town unexpectedly due to family illness and was
4 unable to provide the usual written monthly report.
5 • Earlier this month, a sampling station froze at River Run because the
6 building heater failed; when the heater was fixed, the pipes warmed
7 up and burst. The damage has been repaired. Otherwise, operations
8 during February were normal.
9 • The District is still chlorinating the water system. Due to continuing
10 weekly negative samples for coliforms, starting in February, the State
11 has allowed the District to do monthly sampling rather than weekly
12 sampling.

13 **J. TTSA Report:**

14 Director Northrop provided a written report on items of interest to ASCWD
15 from the March 8, 2006, Board meeting of the Tahoe-Truckee Sanitation
16 Agency:

- 17 • The plant expansion is progressing as planned but a few minor delays
18 may occur.
19 • The plant is operating normally.
20 • The next TTSA Board meeting is scheduled for April 12, 2006, at 9:00
21 a.m.

22 **III.Oi. Budget & Finance Committee Report:** President Danz presented a
23 written report of the Committee's March 9, 2006, meeting with detailed
24 discussions of the following items:

- 25 a. **Update of rate study:** Shawn Koorn of HDR/EES, who is performing
26 the current rate study, participated by telephone for this agenda item.
27 • President Danz presented a spreadsheet, prepared by HDR/EES,
28 entitled "Revenue Requirements – Joint Cost Allocation". The
29 consultants allocated revenues and expenses among the four
30 enterprise funds (water, sewer, garbage and park) over the next
31 three years based on assumptions provided by the Committee.
32 Shawn noted that rates for each service should be based on the
33 equitable allocation of overhead expenses to the four enterprise
34 funds.
35 • Shawn projected revenues and expenses for the next three years
36 based on the forecast for fiscal year 2006. However, he assumed
37 that property tax revenues would decrease over the three-year
38 time period and that, in the future, most of the remaining property
39 taxes would be used to fund fire protection services in the Valley.
40 Since property tax revenue currently underwrites the cost of
41 providing water, sewer, garbage and park services, customers will
42 have to pay appropriate fees for each of these services in the
43 future when property taxes are no longer available to fund these
44 operations.
45 • The report was reviewed by the Committee and further refined
46 during its meeting. Other than minor changes to the allocation
47 method used for some of the expenses, the Committee was
48 comfortable with the bases for the allocations over the next three
49 years.

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- Director Grant expressed concern about the projected cost of garbage services. She commented that, originally, the provision of garbage services to the Valley was a pass-through charge from the garbage company to District customers, with the District adding a small administrative fee. The projection by HDR/EES allocates a portion of the District's fixed expenses to garbage which results in the appearance of a very high cost associated with providing garbage services. President Danz pointed out that the District has never charged customers for an appropriate share of the overhead costs associated with providing garbage services (e.g., operations, management, auditing, accounting and directors' fees). These overhead costs are predominantly funded by property tax revenues. Director Grant suggested that if the cost of providing garbage services gets too high, the District should consider asking the garbage company to handle the administration of these services. Shawn pointed out that, if the District does not provide garbage services, the overhead costs would have to be paid by fees charged for water and sewer services. Robert Ferwerda said that one way for the District to get out of the business of providing garbage services would be for the District to facilitate the installation of bear boxes throughout the Valley.
 - With Board consensus, President Danz directed Shawn to use staff time spent in the four service areas as the basis for allocating manager time to the four funds.
 - President Danz pointed out that the Board needed to be ready to vote next month to approve a rate increase model based on the numbers being presented today. The Directors indicated they were ready to do so.
 - In response to a question from Barbara Northrop, President Danz explained that the rate study and future rate increases were primarily to account for expected loss in property tax revenue.
- b. **Status of investment/cash issues:** The money market account and checking account each have about \$110,000. Three 90-day CDs (one \$100,000 CD, two \$60,000 CDs) will be coming due in March and one more in June. Based on estimated operating expenses of \$80,000 per month and property tax payments expected in April and June, the Committee recommended that the CDs coming due in March be rolled over into three CDs of the same amounts. Director Nungester made a MOTION that the Board roll the CDs over into three 90-day CDs with Wachovia. Director Grant SECONDED the motion. All Directors being in favor, the motion was APPROVED.
- c. **Requests from customers for adjustments to their bills:** One customer had a leak during the winter and had a correspondingly high water usage bill. The Committee did not feel that a reduction in the bill was warranted. Another customer also requested a reduction in fees due to a leak. Without information from Buz Bancroft, the Committee did not have all the facts. The customer request was tabled next month, when Buz will provide needed information.

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- 1 d. **Requests for unbudgeted expenses:** The Committee reviewed
2 three requests for unbudgeted expenses. The Committee is
3 comfortable with the expenditure of funds associated with all three
4 requests, if the Board chooses to proceed with them.
- 5 • Director Northrop made a MOTION that the Board approve the
6 unbudgeted expense of a maximum of \$250 for Buz Bancroft to
7 attend a Quickbooks training session. Director Quinan
8 SECONDED the motion. All Directors being in favor, the motion
9 was APPROVED.
 - 10 • Director Northrop made a MOTION that the Board approve the
11 unbudgeted expense of \$500 to fund a plaque and barbeque to
12 recognize the Alpine Meadows volunteer firefighters. Director
13 Nungester SECONDED the motion. In discussion, Director
14 Quinan said she felt the community should be invited to the
15 barbecue, not just the volunteers and Board members and their
16 spouses or significant others. President Danz suggested that the
17 Fire Committee address the issue of participation at the barbeque
18 and make a recommendation to the Board at the April Board
19 meeting. All Directors being in favor, the motion was APPROVED.
 - 20 • Director Quinan made a MOTION that the Board approve the
21 unbudgeted expense of \$80 to fund a mailing of Park information
22 and a Park pass application to non-residents who purchased a
23 season pass last year. Director Northrop SECONDED the motion.
24 In discussion, Director Quinan spoke in support of the request,
25 saying it was a courtesy to mail it to the non-resident Park pass
26 holders. She suggested that the mailing encourage the recipients
27 to supply an email address to be used for similar notifications in
28 the future. She also suggested that the District boldface the
29 change that families can only obtain one Park pass, since this is a
30 change from previous years. President Danz reiterated her
31 opinion, expressed at last month's meeting, that she felt the Board
32 needed to define its position with respect to the Park: whether the
33 Park is to be run as a community park predominantly for Valley
34 residents or if it is to be operated for the benefit of the wider Tahoe
35 community. The issue will probably be placed on a future agenda
36 for discussion. All Directors being in favor, the motion was
37 APPROVED.

38 e. **Next meeting:** Scheduled for Thursday, April 13, 2006, at 1:15 p.m.

39 **L. AMEA Request for Mirror on ASCWD Property:**

40 The Board reviewed and discussed correspondence from AMEA asking
41 the Board to reconsider its decision regarding the placement of a convex
42 mirror on a tree on ASCWD property.

- 43 • President Danz said she asked District legal counsel about the
44 District's potential liability with respect to the mirror. Legal counsel
45 suggested that AMEA should: indemnify the District, including defense
46 costs related to entering the property for installation of the mirror;
47 maintain the mirror in good condition; pay the District's legal costs
48 associated with the mirror; and, name the District as an additional
49 insured on AMEA's policy. President Danz noted that, even with the

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1 conditions recommended by legal counsel, she still does not feel
2 comfortable with the mirror installation.

- 3 • Director Northrop said he felt it was the County's responsibility to
4 handle road issues and that a stop sign would be far more effective
5 than a mirror. Various Directors enumerated potential problems with
6 mirrors, including vandalism, glass on the property, damage from
7 rotary plows and high-speed accidents.
- 8 • Director Nungester felt the District was remiss in not having conveyed
9 to the AMEA Board the Board's reasoning in turning down the initial
10 request.
- 11 • Robert Ferwerda said that mirrors were a nightmare and agreed that
12 AMEA needed to pressure the County to place a stop sign at the
13 location. He suggested that the District might consider thinning
14 vegetation at the location to improve visibility.
- 15 • Manager Collins will write a letter to the AMEA Board, conveying the
16 ASCWD Board's response.

17 **M. Park Open House:**

18 The Board discussed whether or not to hold an open house in the Park,
19 i.e., allow individuals and families to use the Park for free on certain
20 day(s), as previously recommended by the Park, Recreation & Greenbelt
21 Committee.

- 22 • The Park, Recreation & Greenbelt Committee had proposed a two-
23 day open house on June 17 and 18. Director Quinan suggested
24 having a one-day open house.
- 25 • The open house is just for the Valley community.

26 Director Quinan made a MOTION that the Board authorize the Park,
27 Recreation & Greenbelt Committee to hold an open house in the Park on
28 June 18, 2006. Director Nungester SECONDED the motion. All Directors
29 being in favor, the motion was APPROVED.

30 **N. March Quarterly Newsletter:**

31 The Board reviewed the draft newsletter which will be sent to the
32 community in March and suggested the following changes:

- 33 • Change "APLINE" to "ALPINE" in the second item.
- 34 • The date in the second paragraph should be June 18th; fill in the
35 following blank with "opportunity".
- 36 • Change "charge" to "charged" in the second to last sentence of the
37 third paragraph.
- 38 • Boldface "one" in the last sentence of the third paragraph.
- 39 • Delete the first sentence of the fifth paragraph.
- 40 • Drop the names of individuals in "Thank You to Santa Claus" item.

41 **The Board took a break between 2:45 and 2:55.**

42 **K. Presentation by Robert Ferwerda:**

43 Robert Ferwerda addressed the Board regarding placement of the sewer
44 line on his property:

- 45 • Bob said he has tried to resolve this issue with District staff but has
46 been stonewalled. He also expressed concern that he was not
47 provided the opportunity to appear at the February Board meeting to
48 express his concerns.

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- 1 • Bob said the District has a sewer line on his property but no easement
- 2 for it; reportedly an easement was drafted 30 years ago but never
- 3 recorded. He said a legal opinion or title search needs to be done,
- 4 and he would like to review the results of the title search. He referred
- 5 to a letter he received from Manager Collins and stated that Manager
- 6 Collins was incorrect in stating that the District's sewer line is legally
- 7 located on his property. Bob asked Manager Collins to provide further
- 8 information on the legality of the sewer line placement; Manager
- 9 Collins referred to the letter he sent Bob on the issue.
- 10 • Bob said that a prescriptive easement does not exist in this case and
- 11 that, even if the District had one, it cannot impede Bob's use of his
- 12 property. According to Bob, the sewer line sits in the area where he
- 13 plans a footing for his house.
- 14 • Bob wants to build a house this summer and said the sewer line issue
- 15 needs to be resolved by June 1 or July 1. The District requires five
- 16 feet between its line and the footing in question but Bob said his plan
- 17 cannot accommodate a five foot separation. Bob's lawyer told him
- 18 that lot setback requirements do not create easements.
- 19 • In summary, Bob requested that the District relocate the sewer line so
- 20 he can build and obtain an easement for the relocated sewer line. He
- 21 requested Board action and asked that the issue be placed on the
- 22 April Board meeting agenda. President Danz agreed.
- 23 • President Danz thanked Bob for his presentation.

24 **E. Fire Department Report:**

25 There was no representative from NTFPD in attendance. Discussion of

26 the February dispatch report was tabled until next month.

27 **F. Annexation of Alpine Meadows Fire Department:**

28 The Board reviewed and discussed recent correspondence from NTFPD

29 regarding annexation of the Alpine Meadows Fire Department:

- 30 • President Danz was surprised by the content of the letter from the
- 31 NTFPD Board. The letter conveyed a different understanding than
- 32 what was discussed at last month's meeting with NTFPD. The letter
- 33 essentially said (1) the NTFPD Board is only interested in annexation
- 34 and will no longer provide contractual fire services to the Valley when
- 35 the current contract expires; (2) NTFPD will extend the current
- 36 contract for another six months if annexation is underway, otherwise
- 37 the current contract will not be renewed; and (3) the NTFPD Board
- 38 prefers to handle the issue at the Board level vs. at Committee level. If
- 39 ASCWD wants to pursue annexation, the next step is for the two
- 40 Boards to meet face to face.
- 41 • In response to a request from ASCWD for an "automatic aid"
- 42 agreement, the Squaw Valley Public Service District said that ASCWD
- 43 should make its request to Placer County Dispatch, advising them that
- 44 Squaw Valley has agreed to provide such aid. Discussion ensued
- 45 about the effect this might have on the future provision of fire
- 46 protection service in Alpine Meadows.
- 47 • President Danz did not think it would be productive for the two Boards
- 48 to sit in one session together at this point in time. Manager Collins
- 49 said that he believes the meeting with the two Boards is the first

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- 1 defined step in the LAFCO process of annexation, with the Boards
2 approving a resolution expressing support of annexation. Director
3 Grant said the ASCWD Board needs to be able to speak with one
4 voice and to know exactly how it wants to proceed before participating
5 in such a meeting. President Danz agreed that it was too early for the
6 Boards to have a joint meeting.
- 7 • President Danz said ASCWD needs to have an alternative in mind
8 before entering into further negotiations with NTFPD over annexation.
9 Some of the alternatives to annexation appear to be:
 - 10 ○ Start an ASCWD fire department (might be expensive and would
11 require finding out extent of community support since it would
12 probably mean adopting an additional tax).
 - 13 ○ Place a fire fighter in the Alpine Meadows Firehouse and live with
14 the “automatic aid” agreement with Squaw Valley, dispensing with
15 contract or annexation with NTFPD.
 - 16 ○ Director Quinan said Squaw Valley might still be open to further
17 discussions about the provision of fire services.
 - 18 ○ Director Nungester said the letter from Al Pride raised great
19 questions that have not been investigated or answered yet.
 - 20 ○ Manager Collins said the Board could ask Citigate or a fire
21 consultant to come up with alternatives.
 - 22 • President Danz directed Manager Collins to take the following actions
23 with great dispatch:
 - 24 ○ pursue the “automatic aid” agreement with Squaw Valley;
 - 25 ○ put together a timeline with milestones that shows the Board the
26 steps toward annexation and when a commitment must be made,
27 and
 - 28 ○ put together a plan as to how to establish an Alpine Meadows Fire
29 Department (note: the Department would only need to provide fire
30 services, not EMS).
 - 31 • President Danz will send an email to Mike Boyle at Placer County,
32 asking for his thoughts on the matter.
- 33 **G. General Manager’s Report:**
34 John Collins, the General Manager, provided a written report on his
35 activities during the month of February with discussion on the following
36 topics:
 - 37 • Alpine Knolls Subdivision: Completed review of subdivision
38 improvement plans and forwarded comments to consulting engineer.
 - 39 • Placer County East Agencies: Manager Collins and the other agency
40 managers are working together on a compensation study, involving
41 exchange of pay and benefits information among the agencies.
- 42 **O. Committee/Department Reports:**
43 ii. **Administration & Personnel Committee:** There was no meeting.
44 iii. **Fire Committee:** There was no meeting.
45 iv. **Long Range Planning Committee:** There was no meeting.
46 v. **Park, Recreation and Greenbelt Committee:** There was no meeting.
- 47 **P. Open Items:** None.
- 48 **Q. Correspondence to the Board:** None, other than the letters discussed in
49 prior agenda items.

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1 **4. CLOSED SESSION**

2 None.

3 **5. DIRECTORS' COMMENTS**

- 4 • Director Quinan asked if Manager Collins had a response to Robert Ferwerda
5 on his request for a legal position regarding the easement. Manager Collins
6 said it was not his position to define a legal position for the District; the matter
7 would be better pursued by Mr. Ferwerda's attorney with the District's legal
8 counsel.
9 • The next regular Board meeting is scheduled for Friday, April 14, 2006, at
10 8:30 a.m.

11 **6. ADJOURNMENT**

12 There being no further business before the Board, the meeting was adjourned at
13 3:54 p.m.

14

15

16 Respectfully Submitted,

approved as submitted 4-14-06

17

18 Jancis Martin
19 Recording Secretary