

**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, May 9, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Quinan 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: Virginia Quinan, President; Janet S. Grant; Jon Northrop; Don
7 Priest; Evan Salke.

8 Directors Absent: None.

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

12 Guests Present: Tim Alameda/NTFPD; Dave Zaski/NTFPD.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

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

20 **A. Financial Reports:**

21 Mike Dobrowski, District CPA, participated in discussion of this agenda
22 item by telephone.

- 23 • Accounts Receivable for delinquent accounts in the amount of
24 \$12,445 were sent to Placer County for collections.
- 25 • The District received property tax revenues in the amount of \$220,000
26 from the County and gave NTFPD their share, which was \$176,000.
- 27 • Staff did the annual meter readings early this year to allow time for the
28 extra data entry involved with the new billing process.
- 29 • Director Priest asked why "Update Alpine Sierra Development Report"
30 was listed as a fixed asset. Manager Collins said the work associated
31 with Alpine Sierra remains on the District books because, if the
32 proposed work goes forward, the planned water and sewer systems
33 will become part of the District's infrastructure. They will be District
34 assets, even though the developer will be paying all expenses.
- 35 • Director Priest asked about the decrease in Checking/Savings for the
36 year reported on the Balance Sheet, in the amount of ~\$363K. Mike
37 said with the expected property tax revenues of ~\$220K, the actual
38 decrease would be closer to ~\$143K.
- 39 • Director Grant asked what the line item called "Design. For Cap.
40 Outlay" on the Balance sheet was. Mike said it was an audit
41 adjustment from prior years. Mike will research the item and report
42 back with more information next month.
- 43 • Director Salke asked why the financial reports showed "Net Income"
44 rather than "Retained Earnings". Mike said it was a function of
45 Quickbooks; the amount varies during the year, but at year-end, when
46 it is fixed, it is reported as "Retained Earnings".

- 47 i. **April Month-end Financial Statements:** Director Priest made a
48 MOTION that the Board accept the April 30 month-end financial
49 reports. Director Northrop SECONDED the motion. Directors Grant,

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- 1 Northrop, Priest and Salke being in favor, the motion was
2 APPROVED.
- 3 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly
4 check register. Director Grant made a MOTION that the Board
5 approve the Expenses Paid & Payable (the debits for payroll and
6 checks 27408 through 27453). Director Northrop SECONDED the
7 motion. Directors Grant, Northrop, Priest and Salke being in favor,
8 the motion was APPROVED.
- 9 **B. Approval of Minutes:**
- 10 i. Director Northrop made a MOTION that the Board approve the
11 minutes of the April 11, 2014, Regular Board of Directors Meeting.
12 Director Grant SECONDED the motion. During discussion, Director
13 Grant commented that, per one of the Board packet exhibits, Ron
14 Treabess asked to be re-elected and that the deadline for nominations
15 was tight if not dealt with during today's meeting. Manager Collins
16 said the item would be on the agenda for the June Board meeting and
17 that there would be time to send in the nomination. Directors Grant,
18 Northrop and Quinan being in favor, the motion was APPROVED.
19 Directors Priest and Salke abstained from voting, not having attended
20 the April Board meeting.
- 21 ii. Director Grant made a MOTION that the Board modify the previously
22 approved minutes of the March 14, 2014, Regular Board of Directors
23 Meeting to correct a typo regarding the estimated cost of a bocce ball
24 court: on page 6, line 35, change "\$5-10" to "\$5-10K". Director
25 Northrop SECONDED the motion. Directors Grant, Northrop, Priest
26 and Salke being in favor, the motion was APPROVED.
- 27 **C. Fire Department Report:**
- 28 Tim Alameda and Dave Zaski from NTFPD were in attendance and
29 reported the following:
- 30 • Dispatch Calls:
 - 31 ○ There were 6 calls to dispatch from Alpine Meadows in April, 4 of
32 which were EMS requests from the ski area.
 - 33 ○ Another of the calls involved a request by the County Sheriff
34 Department that NTFPD be present during the removal of
35 electrical apparatus from service at a structure being used to grow
36 marijuana commercially, the interior of which had been largely
37 destroyed. NTFPD notified the County building department.
38 Federal investigators participated in an extensive investigation.
 - 39 ○ Director Grant asked if the dispatch call to Bear Creek Drive for a
40 gas leak was a repeat request from previous years. Tim said he
41 would research the issue and report to Manager Collins.
 - 42 • Fire Season Preparation: NTFPD is preparing for the wildland fire
43 season, training crews, and coordinating with USFS and CalFire. The
44 NTFPD academy is training 11 firefighters.
 - 45 • Community Wildfire Protection Plan (CWPP): Director Priest asked
46 how the community input meeting for the update to the CWPP was
47 advertised; Dave said via web page, Facebook, and the Sierra Sun.
48 Director Priest asked if representatives from the Alpine Meadows
49 homeowner associations attended the meeting; Dave said Bear Creek

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1 and Alpine were represented. Juniper Mountain was not notified.
2 Jesse Shirley, Ernest Wertheim, and President Quinan were in
3 attendance from Alpine Meadows. Director Priest suggested that in
4 future NTFPD notify all the homeowner associations for community
5 meetings. Director Northrop asked if NTFPD could make a video that
6 could be presented at homeowner association annual meetings; Tim
7 said possibly. Director Priest asked about the status of the CWPP;
8 Tim said the contractor was working on it and expected to be finished
9 by the end of summer.

- 10 • Construction: Tim said NTFPD was very busy last month with plan
11 checks, which is a good indicator of local economic vitality.
- 12 • Meeting of Fire Safe Councils: Dave said he attends meetings in
13 Auburn for area Fire Safe Councils and noticed that nobody from
14 Alpine Meadows attends. Director Priest commented that Ken
15 Gracey, the leader of the Alpine Meadows Fire Safe Council, tended
16 to coordinate activities that fit in with his own schedule. Director Grant
17 mentioned that there was supposed to be a “clean up the forest” day
18 in Alpine Meadows over Memorial Day weekend.
- 19 • CERT: Dave reported that the local CERT class included John Collins
20 and Jesse Shirley from Alpine Meadows, that it was a fun class and
21 that everyone learned a lot. Twenty other people throughout NTFPD
22 have already expressed interest in the next CERT class.
- 23 • Defensible space inspections: NTFPD is planning for CalFire to come
24 to Alpine Meadows and do mandatory defensible space inspections
25 starting June 17. They will inspect every single house, unless the fire
26 season ramps up and takes away the inspectors. Second-home
27 owners will be notified that they have to take care of clearing their
28 property. There will be two rounds of inspections this year and, where
29 necessary, a third round. If infractions haven’t been corrected by the
30 third round, the negligent homeowners will be taken to court. NTFPD
31 doesn’t want to take anyone to court; they would rather achieve
32 compliance through education. Director Salke suggested that the
33 defensible space inspectors prioritize certain parts of the valley, in
34 case they get pulled away to fight fires; Tim said he would talk to
35 Jesse about it. Dave said the first round of defensible space
36 inspections should only take a week.
- 37 • Chipping: The chipping program will start May 26. Interested
38 residents should call Pam and she will help coordinate the chipping
39 requests. When there are enough requests, NTFPD will send a
40 chipping crew. If the North Lake chipping crew gets pulled away to
41 fight fires, the fallback plan is for Meeks Bay firefighters to take over
42 the chipping.
- 43 • Ready, Set, Go!: Dave disseminated information about the CalFire
44 program at the farmers market and the home show in Truckee, to help
45 residents prepare for the wildland fire season. “Ready” = get your
46 home ready in advance; “Set” = take action when fire approaches;
47 “Go” = leave when firefighters tell you to evacuate. Director Salke
48 suggested that the brochure be made available in .PDF format, so the

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1 information could be distributed to the homeowner associations and
2 posted on the ASCWD website without the cost of printing brochures.

- 3 • Free green waste disposal: Area residents can dispose of six yards of
4 green waste at the Cabin Creek waste disposal site free of charge;
5 they just have to show their driver's license. Director Grant asked if
6 the green waste disposal was also free for second-home owners.
7 Dave said he will suggest to the people at Cabin Creek that they
8 accept the green waste from second-home owners and verify their
9 legitimacy after the fact. The program will be in effect through
10 September 30. Buz added that dumpsters would be available in the
11 valley Memorial Day weekend.
- 12 • Station Staffing: NTFPD staffed the Alpine fire station 21 days last
13 month.

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

15 John Collins, General Manager, provided a written report on his activities
16 during the month of April, with discussion on the following topics:

- 17 • Alpine Meadows Road Bridge Replacement Project: Manager Collins
18 received an updated version of the utility agreement (see agenda item
19 3G).
- 20 • Alpine Sierra Subdivision: There was no activity.
- 21 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
 - 22 ○ Staff completed review of the plans and returned comments to
23 Stantec. Manager Collins completed and filed a Notice of
24 Exemption with the Governor's Office of Planning & Research.
25 The 30-day review period is complete. The Department of Fish
26 and Game indicated concern about endangered yellow-legged
27 frogs; Manager Collins doesn't know what impact the concern will
28 have on the project.
 - 29 ○ Manager Collins also prepared a report comparing the costs of the
30 two possible water line alignments between Zones 1 and 2. He
31 recommended to the Board that they stick with the current
32 alignment, especially now that the District has to incorporate a
33 sewer line into the project. Director Northrop asked why PVC
34 wasn't used instead of ductile iron pipe; Manager Collins said he
35 didn't know but that he would ask. Director Priest said he
36 supported Manager Collins' position, but that the endangered
37 frogs could be a real issue. Manager Collins said the District
38 shouldn't burn bridges in case it has to use Troy's alignment.
- 39 • AME Well Re-drill: Stantec started design of the AME Well and
40 facilities. Holdrege and Kull completed their on-site geologic
41 evaluation of the site. Manager Collins will start to work with adjacent
42 homeowners and the Bear Creek Planning Commission.
- 43 • Vastine Sewer Easement: Manager Collins received the Vastine
44 sanitary sewer easement. He has prepared easement documents for
45 signing and Board approval.
- 46 • Alpine Village Apartments and Alpine Manor easement: Manager
47 Collins communicated with Matt Webb regarding the District
48 easement. Matt is having problems with the legal description.

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- 1 • Budgets for fiscal year 2014/2015: Manager Collins completed work
- 2 on the draft operating and capital budgets.
- 3 • Wells Fargo: Manager Collins conducted his semi-annual review of
- 4 investments with Jim Lawton of Wells Fargo Investments. Jim had no
- 5 suggestions for investments other than CDs that meet District
- 6 parameters; it is a terrible investment market. Director Priest asked
- 7 what kind of expert judgment the District uses to support its
- 8 investment program. Manager Collins said he himself was it, that he
- 9 has a master's degree in Business Administration, that he is not an
- 10 expert, but that he confers with Jim Lawton and that his bottom line
- 11 emphasizes safety and keeping funds in separate pots. Director
- 12 Grant asked about the District CDs; Manager Collins said they were
- 13 okay, but that the steps in the CD laddering scheme were getting too
- 14 close together and should perhaps be spread further apart. Director
- 15 Salke said the durations for the CDs should not be too long, since an
- 16 inflationary period might be on the horizon; he felt the District was
- 17 okay for now.
- 18 • CalPERS: Manager Collins received the CalPERS proposal,
- 19 forwarded it to Staff and is now working on coordinating a conference
- 20 call between the CalPERS representative and Staff.
- 21 • Other: Manager Collins attended the semi-annual Placer County
- 22 Stakeholders meeting and the California Rural Water Association's
- 23 spring conference.

24 **E. Operations & Maintenance Department Report:**

25 Buz presented a written report for the month of April that included status

26 updates on water, sewer, garbage and other services provided by the

27 District.

- 28 • Maintenance performed: Staff started the process of opening the
- 29 Park; continued equipment and vehicle maintenance; and continued
- 30 the budget process.
- 31 • All routine water samples were absent coliform bacteria. Samples
- 32 from Springs 2, 3 and 4 were absent coliform bacteria. Spring 1 had a
- 33 coliform reading of 1.0 MPN (Most Probable Number). The higher the
- 34 number, the more likely one is to get sick. 1.0 is pretty low, but an
- 35 indicator that there could be a problem with E. coli or fecal
- 36 contamination. Spring 1 is under the influence of surface water, so
- 37 the District needs to continue to chlorinate its water.
- 38 • Director Priest asked if the District's water production showed any
- 39 signs of being affected adversely by drought; Buz said no. President
- 40 Quinan asked if any state regulations regarding the drought affected
- 41 the District; Manager Collins said he hadn't heard anything from
- 42 Placer County or the state.

43 **F. Operating and Capital Budgets for Fiscal Year 2014/2015:**

44 Manager Collins said the Budget & Finance Committee recommended

45 approval of the draft budgets. Manager Collins' approach to constructing

46 the operating budget was to estimate expenses high and income low. He

47 provided an overview with the following specifics:

- 48 • Property Tax Revenue: increased slightly, due to a notification from
- 49 the County assessor.

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- 1 • Salaries and Wages – Admin, Salaries and Wages – O&M and
- 2 Consultants-Misc.: will need to be adjusted per next month’s COLA,
- 3 which is expected to be about 0.9%.
- 4 • Analytical Testing: increased due to the Title 22 testing the District
- 5 must do next year (expensive testing required every 7 - 9 years).
- 6 • Gas and Electric - Utilities: increased because the figure is based on
- 7 the last 12 months’ actual expenses, which were higher than in
- 8 previous years due to the ski area’s greater use of snow-making –
- 9 also, the power company imposed a large rate increase.
- 10 • Maintenance Water and Sewer: Manager Collins budgets the
- 11 category high every year, even though actual expenses rarely reach
- 12 the budgeted amount, in case there is a major break that needs
- 13 repair. The category includes sewer line repairs, putting in two sewer
- 14 sleeves if needed in the fall, and water tank repairs.
- 15 • Benefits – O&M: increased due to Lew’s retirement package.
- 16 • Newsletter and Printing: increased due to the Board’s decision to mail
- 17 paper copies of newsletters to all customers.
- 18 • Equipment Maintenance – Admin: based on current expenses, plus
- 19 budgeting for an expensive replacement fuse for the phone system.
- 20 • ASCWD Fuel: there was no increase. A previous general manager
- 21 wanted fuel prices to be budgeted for what the maximum would be if
- 22 there was a fuel shortage. Staff budgets something like \$6 per gallon.
- 23 • Manager Collins said as long as the Board felt that the budget looked
- 24 okay, they could wait and vote to approve the final budget next month,
- 25 when it would be presented as a very detailed budget, by fund by
- 26 month.
- 27 Capital Budget:
- 28 • AME Well Improvements: Manager Collins doesn’t have a fixed figure
- 29 yet for this project.
- 30 • Remote Read Water Meters: This will be the final year of a three-year
- 31 program.
- 32 • Alpine Meadows Bridge Water Main Replacement: This project was
- 33 moved out to next year and split between two years, per the County’s
- 34 forecast. Director Priest asked why the District has to pay when it is
- 35 the County’s project. Manager Collins said it was because the District
- 36 is using the County’s right-of-way; the encroachment permit says if
- 37 the County has to move the bridge, the District has to pay the
- 38 expenses associated with having its line moved.
- 39 • Update USFS Special Use Permit: The District will continue work on
- 40 documenting its USFS special use permits
- 41 • New 8” Transmission Main between Chalet Rd and John Scott: This
- 42 project should be finished next year.
- 43 • New 8” Sewer Main Manhole ME-5 to John Scott: This project should
- 44 also be finished next year.
- 45 • New Compactor/Tamper: The current equipment is old, not
- 46 ergonomically correct, 2-stroke and leaks oil. Buz said it was time for
- 47 a new one.

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- 1 • Backup Generator: The County inspector says the District’s generator
2 is too dirty. Buz thinks that any year now, the County will require that
3 the District replace it, so Staff keeps the replacement cost on the
4 capital budget. Director Northrop asked when it was last used; Buz
5 said last year it was run for about 3.5 hours, mostly running for 15
6 minutes at a time to keep it going and also for a few short power
7 outages. He said it seemed reliable.
- 8 • Director Priest asked when the Board would be re-ranking the
9 projects; Manager Collins said any time they wanted to. He added
10 that the missing lines are projects that have been completed. He said
11 the Long Range Planning Committee hadn’t met so he used the old
12 rankings.
- 13 • The total for next year’s capital projects is over \$1.3M, and the capital
14 reserves are only \$590K. Manager Collins said probably not all the
15 projects will get done next year; some will get pushed to the following
16 year.
- 17 • Director Priest asked if the new water line would improve fire flow on
18 Juniper Mountain. Manager Collins says modeling shows water
19 pressure will increase for the majority of fire hydrants, but the
20 hydraulic model will have to be redone after the water line goes in to
21 reflect actual improvements in water supply.
- 22 • Director Salke asked Buz if there were any other items on his wish list
23 that should be on the list; Buz said no.

24 **The Board took a break between 10:05 a.m. and 10:15 a.m.**

25 **G. Utility Agreement:**

26 The Board reviewed the updated version of an agreement with Placer
27 County whereby the District agrees to relocate an affected water line in
28 coordination with the County’s project to replace the Alpine Meadows
29 Road Bridge. Manager Collins said the County requires that the District
30 sign this agreement. District Counsel has reviewed it. Manager Collins
31 recommended approval. Director Northrop made a MOTION that the
32 Board approve the updated agreement with Placer County for the District
33 to relocate an affected water line in coordination with the County’s project
34 to replace the Alpine Meadows Road Bridge. Director Priest **SECONDED**
35 the motion. Directors Grant, Northrop, Priest and Salke being in favor,
36 the motion was **APPROVED**.

37 **H. District Investment Policy:**

38 Manager Collins said the Board is supposed to review the District
39 Investment Policy annually. Discussion items were:

- 40 • Page 4: Replace “Prudential Securities” and “Wachovia Securities”
41 with “Wells Fargo Advisors”.
- 42 • Page 5: Director Grant noted that the Policy says it takes 10-14 days
43 to withdraw funds from the Placer County account. She said this was
44 no longer true and suggested that the phrase be removed.
- 45 • Director Salke asked if the Policy had been reviewed by District
46 Counsel; Manager Collins said no. Director Salke asked if Mike
47 Dobrowski had reviewed the Policy; Manager Collins said no.
48 Director Priest pointed out that Manager Collins is the designated
49 Treasurer, so is the appropriate person to review the Policy.

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- 1 • Director Priest asked Manager Collins to find documentation that he
- 2 was the designated Treasurer. Manager Collins suggested that the
- 3 Board reaffirm him as Treasurer next month. The Directors agreed.
- 4 • Director Salke asked if Manager Collins approved the Policy; Manager
- 5 Collins said yes.
- 6 • The Directors agreed to table further action on approval of the policy
- 7 until next month.
- 8 **I. TTSA Report:**
- 9 Director Northrop provided minutes for the March 12, TTSA Regular
- 10 Board meeting and the agenda for the April 16, TTSA Special Board
- 11 meeting, and his own written report for the April 16 meeting.
- 12 • The plant is operating normally and efficiently.
- 13 • All waste water discharge requirements are being met.
- 14 The next TTSA Board meeting is scheduled for May 14.
- 15 **J. District Mission Statement:**
- 16 The Board reviewed last year's mission statement.
- 17 • Director Salke said the document looked good from his prospective.
- 18 • Director Priest said he felt provision of fire protection services and
- 19 garbage management should be included as missions. Director Grant
- 20 pointed out that the license that goes with a water district does not
- 21 include the other services. Manager Collins said his understanding
- 22 was that special districts like ASCWD can provide other services, but
- 23 he hasn't looked at ASCWD's original charter.
- 24 • Director Priest wondered if Objective 5 was inclusive enough.
- 25 • Manager Collins said Squaw Valley Public Service District provides
- 26 the same services as ASCWD. He will check their mission statement
- 27 and also check with District Counsel.
- 28 • Director Salke said he would confer with Manager Collins and report
- 29 back to the Board next month.
- 30 **K. 2014/2015 Goals & Objectives:**
- 31 The Board reviewed the 2013/2014 Goals & Objectives.
- 32 • President Quinan asked Manager Collins if he had any changes; he
- 33 no.
- 34 • Director Grant asked about item 2c under General Manager Goals
- 35 and Objectives, regarding the production of quarterly financial
- 36 forecasts; Manager Collins said he doesn't do them. Manager Collins
- 37 said he used to do the quarterly forecasts, but doesn't now, reviewing
- 38 Mike's quarterly statements instead. The Directors said they would be
- 39 interested in his resumption of producing quarterly forecasts.
- 40 • Other comments:
- 41 o Eliminate General Manager Goals and Objectives, item 1c as
- 42 redundant.
- 43 o In General Manager Goals and Objectives, item 3a, change
- 44 "2013/2014" to "2014/2015".
- 45 o Keep General Manager Goals and Objectives, item 3b iv.
- 46 o General Manager Goals and Objectives, item 4b iii: the Directors
- 47 agreed the wording should be changed to something like "Prepare
- 48 a brief summary of District activities during the previous year to
- 49 support an oral presentation at the valley-wide meeting".

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- 1 Directors Grant and Priest felt that printed copies of the summary
2 should be available at the meeting and the same information
3 should be available on the District web page.
- 4 • Director Salke will massage the document, obtain feedback from the
5 Directors and report back next month.
- 6 **M. Proposed CSDA Bylaws Updates:**
7 Director Grant said she was unable to review the documentation online.
8 Director Salke said he tried and got a broken link. He will try to make a
9 .PDF to distribute to the Board members so they can vote next month.
- 10 **N. Committee Reports:**
- 11 i. **Budget & Finance Committee:** President Quinan presented a written
12 report of yesterday's Committee meeting.
- 13 a. **Non-standard Transactions:** None.
- 14 b. **Investments/cash:** The next CD will be maturing in June.
- 15 c. **Requests from Customers for Adjustments to their Bills:**
16 None.
- 17 d. **Requests for Unbudgeted Expenses:** Buz reported that there
18 have always been problems with rodents in the attic, but that it is
19 getting worse. Staff has put up traps and electronic deterrent
20 devices. There are dead rodents and feces and chewed-up
21 wiring. The attic is becoming a fire hazard. The work that needs
22 to be done is: pull out drywall, sanitize the attic, fill holes, have an
23 electrician fix the electrical and phone lines, have the attic
24 reinsulated, put in rodent poison, and update the vents. Per the
25 Committee's recommendation, Director Northrop made a MOTION
26 that the Board approve the unbudgeted expense of \$4,275 to
27 repair rodent-caused damage in the attic area and to clean up
28 electrical wiring in the attic. Director Priest SECONDED the
29 motion. Directors Grant, Northrop, Priest and Salke being in
30 favor, the motion was APPROVED. Director Salke said the Office
31 was a valuable asset and the Board needed to take care of it.
- 32 e. **Next meeting:** Scheduled for Thursday, June 12 at 9:30 a.m.
- 33 ii. **Administration & Personnel Committee:** No meeting.
- 34 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
- 35 iv. **Long Range Planning Committee:** No meeting.
- 36 **L. Board Performance in Fiscal Year 2013/2014:**
37 The Board reviewed its performance this fiscal year against the
38 2013/2014 Goals & Objectives.
- 39 • Director Salke said he obtained feedback from each Director and
40 reported the feedback anonymously. Most comments regarded
41 increased usage of the District web site, including mention of it at the
42 valley-wide meeting.
- 43 • Director Salke summarized that the Board was on track and continued
44 to work in the direction of being a good liaison to people in the valley,
45 and providing information in the best possible way.
- 46 **O. Open Items:**
47 • The next Board meeting will be held at its normal date and time:
48 Friday, June 13 at 8:30 a.m.
- 49 **P. Correspondence to the Board:** None.

