

**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 10, 2013, 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; Jon Northrop; Don Priest; Evan  
7 Salke.

8 Directors Absent: Janet S. Grant.

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

12 Guest Present: Chief Mike Schwartz/NTFPD; Tim Alameda/NTFPD.

13 **2. PUBLIC PARTICIPATION**

14 None.

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

16 **Emergency Agenda Item:**

- 17 • President Quinan said there was a need for immediate action on an item  
18 inadvertently omitted from the agenda for today's meeting. The item is  
19 the review and potential approval of the draft 2013/2014 budget. Director  
20 Northrop made a MOTION that there was a need for immediate action –  
21 pursuant to California Government Code section 54954.2(b) - to consider  
22 the matter. Director Salke SECONDED the motion. Directors Northrop,  
23 Priest and Salke being in favor, the motion was APPROVED.
- 24 • Director Northrop made a MOTION that the Board approve the draft  
25 operating budget. Director Priest SECONDED the motion. During  
26 discussion, Manager Collins gave an overview of the draft budget:
  - 27 ○ Water Revenue: applied this year's base charge to last year's actual  
28 water usage to arrive at a projection for this year.
  - 29 ○ Connection Fees: assumed one connection per year.
  - 30 ○ Sewer Revenue: multiplied the current number of sewer connections  
31 by the approved sewer rate.
  - 32 ○ Garbage Revenue: multiplied the current number of accounts by the  
33 approved garbage rate.
  - 34 ○ Park Revenue: increased to an amount closer to that which is usually  
35 collected.
  - 36 ○ Fire Mitigation Fees: used the average of the amount actually  
37 collected for the past years.
  - 38 ○ Property Tax Revenue and NTFD Contract: increased to reflect the  
39 assessed value from Placer County.
  - 40 ○ Other Revenue: budgeted the same amount as in past years.
  - 41 ○ Salaries and Wages - Admin, Benefits - Admin, Accounting Fees,  
42 Consultants-Misc: a 1.5% increase was applied as a place holder until  
43 the actual cost of living figure is available and applied at the end of  
44 May.
  - 45 ○ Salaries and Wages - O&M, Benefits - O&M: decreased due to Lew's  
46 upcoming retirement.
  - 47 ○ Health Plan Co-Insurance: increased because insurance costs have  
48 gone up.

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- 1           ○ Directors' Fees: used historic data to reduce the number to a more
- 2           realistic figure than has been used in the past.
- 3           ○ Bank and Collection Fees: were changed to match actual fees.
- 4           ○ Audit: changed to the cost of the contract approved by the Board.
- 5           ○ Legal Fees: always budget the same amount.
- 6           ○ Consultants-Management: Manager Collins' fee was increased to
- 7           reflect the increased compensation for the time he spends on call – it
- 8           does not include a cost of living or merit increase, which the Board will
- 9           consider at a later date.
- 10          ○ Maintenance Water and Sewer: increased because the water storage
- 11          tanks are due for their five-year inspections.
- 12          ○ SCADA System: increased to match the service agreement.
- 13          ○ Education Staff/Board: increased because there is expected to be
- 14          added expense associated with new workforce, since the District pays
- 15          for the expense of certifications.
- 16          ○ ASCWD Fuel: increased to match the cost of fuel.
- 17          ○ Telephone - Administration: increased because AT&T rates have
- 18          gone up.
- 19          ○ Garbage Contract: increased because the contract with Tahoe
- 20          Truckee Sierra Disposal went up.
- 21          ○ Miscellaneous – O&M: increased to cover the cost of personal
- 22          protective gear.
- 23          ○ The draft budget shows that the District will be spending about \$1.4M
- 24          next year, with a net profit of \$128,567.

25          Director Directors Northrop, Priest and Salke being in favor, the motion  
26          was APPROVED. The final 2013/2014 operating budget considered for  
27          approval next month will be detailed by fund by month.

28          **A.      Financial Reports:**

29          Mike Dobrowski, District CPA, participated in discussion of this agenda  
30          item by telephone.

- 31          • Mike said Manager Collins put a lot of work into the budget. He will
- 32          be splitting it out by fund by month prior to the next Board meeting.
- 33          • The District received its April property tax revenues from Placer
- 34          County and owes NTFPD about \$171K of the revenues. Manager
- 35          Collins reminded the Directors and NTFPD representatives in
- 36          attendance that the amount shown due to NTFPD on page 2 of Mike's
- 37          summary memo (\$170,780) is only approximate.
- 38          • On a year-to-date basis, the District is still favorable to budget.
- 39          • Staff will read the meters next month, with bills expected to go out
- 40          July 1 as usual.
- 41          • Director Priest asked why Maintenance Water and Sewer was \$20K
- 42          less than budgeted. Buz said it was because the budget included a
- 43          contingency for emergency repairs but no emergencies have
- 44          occurred. There have been no major leak repairs or sewer repairs.
- 45          Director Priest also asked Manager Collins why the expenditure for
- 46          Health Plan Co-Insurance was so much less this year than last year;
- 47          Manager Collins said it could have been due to a misjudgment in the
- 48          creation of the budget or due to an unpaid bill, and that he would have
- 49          to ask Pam about it. Director Salke said it would be helpful if the

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- 1 Profit & Loss reports had an extra column, showing percent change  
2 as well as dollar change. Mike said he could do that.
- 3 i. **April Month-end Financial Statements:** Director Priest made a  
4 MOTION that the Board accept the April 30, 2013 month-end financial  
5 reports. Director Northrop SECONDED the motion. Directors  
6 Northrop, Priest and Salke being in favor, the motion was  
7 APPROVED.
- 8 ii. **April Expenses Paid & Payable:** The Directors reviewed the monthly  
9 check register. Director Northrop made a MOTION that the Board  
10 approve the Expenses Paid & Payable (the debits for payroll and  
11 checks 26797 through 26838). Director Priest SECONDED the  
12 motion. Directors Northrop, Priest and Salke being in favor, the  
13 motion was APPROVED.
- 14 **B. Approval of Minutes:**  
15 Director Northrop made a MOTION that the Board approve the minutes of  
16 the April 12, 2013, Regular Board of Directors Meeting. Director Salke  
17 SECONDED the motion. Directors Northrop, Priest and Salke being in  
18 favor, the motion was APPROVED.
- 19 **C. Fire Department Report:**  
20 Chief Schwartz and Tim Alameda from NTFPD were in attendance and  
21 reported the following:
- 22 • Dispatch Calls: There were 13 dispatch call(s) in the valley: one for  
23 fire, one for a vehicle accident and the rest for EMS, the latter mostly  
24 from the ski area.
  - 25 • Fire Station Staffing: NTFPD has staffed the Alpine Meadows fire  
26 station 176 days so far this fiscal year, including 10 days this past  
27 month, which puts them well over their contracted staffing for the year.  
28 They will continue to staff it as needed. Battalion chiefs make their  
29 staffing decisions for the various stations, including Alpine Meadows,  
30 based on their Peak Load Staffing Matrix, which includes weather,  
31 special events and historic data.
  - 32 • ISO Report: Chief Schwartz gave the Board a copy of the full ISO  
33 report. This is the first time ISO rated Alpine Meadows with NTFPD.  
34 Prior to contracting with NTFPD for fire services, Alpine Meadows was  
35 assigned a rating of 6 by ISO (on a scale of 1 to 10, with 1 being  
36 best). When NTFPD took over fire services for the valley, Alpine  
37 Meadow's ISO rating improved to 5. The ISO rating improvement  
38 should lower insurance costs for everyone in the valley. NTFPD has  
39 put together a plan to maintain a 4 throughout their own district. A  
40 drop to a rating of 5 would result in a cumulative increase of \$12.7M in  
41 insurance cost to its area residents. Director Priest said last month  
42 Chief Schwartz reported ASCWD's capital improvements were  
43 responsible for Alpine Meadow's improved ISO rating, but today Chief  
44 Scharzt implied the improved rating was because ISO rated ASCWD  
45 with NTFPD. Chief Schwartz said there were certain water  
46 companies within NTFPD which did not qualify for the same ISO  
47 rating as NTFPD, despite being part of NTFPD. He said the Alpine  
48 Meadows ISO rating was a combination of being part of NTFPD and  
49 having a class 2 water system (1 being best, 10 being worst). He

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- 1 complimented the Board and Manager Collins on having developed  
2 such a highly rated water system.
- 3 • Budget: NTFPD is using a new philosophy, called Priority Driven  
4 Budgeting, in developing its budget this year. The basic idea is to  
5 prioritize services, do important things well, question past patterns of  
6 spending, and spend within their means. It takes 2-5 years to  
7 implement fully. This year they will do it internally, later they will reach  
8 out to boards like ASCWD because the public has to get involved.
  - 9 • Defensible Space: Tim reported that NTFPD obtained a  
10 Clearinghouse grant (NTFPD pays 50%, grant pays 50%) that will  
11 fund a 3-person chipping crew to work in the Tahoe basin. They will  
12 start May 28, working up to 30 minutes per pile and working green  
13 waste days. NTFPD also hired a defensible space inspector. He is  
14 budgeted to do 100 inspections, primarily in Cedar Flat and Ward  
15 Canyon. Yesterday he had some time so checked out Alpine  
16 Meadows. With respect to providing chipping services for ASCWD  
17 customers, NTFPD put in for several other grants but didn't get them.  
18 Chief Schwartz said it was a real challenge trying to figure out how to  
19 help ASCWD with no budget and no crew. NTFPD has researched  
20 how other communities handle defensible space. South Lake Tahoe  
21 has residents bring their green waste to a centrally located chipper.  
22 Lake Valley has green waste days. Another idea would be to see if  
23 Meeks Bay or Incline Village chipper crews would work for Alpine  
24 Meadows residents on a cost basis. Tim said green waste days were  
25 probably the best option. Director Salke asked if NTFPD had records  
26 of inspections from past years, and suggested that perhaps their  
27 inspector could use that information to prioritize work in the valley.  
28 Tim said the inspector would be putting the information into a  
29 spreadsheet.
  - 30 • ASCWD contract with NTFPD: Tim said the contract does not allow  
31 NTFPD to recover costs for all of the services it provides valley  
32 residents. Examples he gave were the expense involved with  
33 responding to the LPG emergencies (NTFPD had to hire a part-time  
34 employee at a cost of \$35K), residential sprinkler checks and tree  
35 inspections. Other customers are charged fees but not Alpine  
36 Meadows residents. Tim said he needed to put together a cost  
37 recovery program to fund services. He probably won't get it done this  
38 summer, but needs a strategy for this summer and for going forward.  
39 He will be talking with Manager Collins about it.
  - 40 • Fire Mitigation Plan: NTFPD is working toward presenting the Plan at  
41 a public hearing in June.
  - 42 • Fire Code adoption: In July the state will adopt its 2013 fire code.  
43 ASCWD will have 180 days to adopt its own code, otherwise the  
44 District will be subject to the state code. ASCWD can adopt a stricter  
45 code, but not a less strict code. As an example, ASCWD has a zero-  
46 square-foot fire sprinkler ordinance, which is more stringent than the  
47 state ordinance. President Quinan asked if there was an ordinance  
48 regarding outside fires. Tim said ASCWD and NTFPD follow the state  
49 ordinance, which allows residents to have a cooking or warming fire

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1 outside, but requires that it be contained and within a defensible  
2 space. If the fire escapes, the fire district can hold the person entirely  
3 financially responsible for the fire fighting effort. There is a difference  
4 between built-in pits and a cleared area in the forest. A fire in a  
5 cleared area in the forest requires a burn permit from the USFS or  
6 CalFire. If in doubt, call 911 and let NTFPD investigate the situation.  
7 • CalFire: Troy Adamson is the new battalion chief in charge of the  
8 CalFire crew moving into Carnelian Bay. He has the reputation of a  
9 good collaborator with local fire service. Chief Schwartz said having a  
10 CalFire battalion chief and engine in the area takes the edge off the  
11 SRA fee.

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

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

- 15 • Alpine Meadows Road Bridge: There has been no activity.
- 16 • Alpine Sierra Subdivision: There has been no activity. Manager  
17 Collins is waiting for the developer's payment for the subdivision  
18 update.
- 19 • Alpine Meadows Road Pipeline Project: The project is currently  
20 pending snow melt to proceed with the topographic survey. Manager  
21 Collins has put the consultants on notice that the District is ready to  
22 move forward with the project. They will then start working on  
23 interconnection with the system and will have a dollar figure to use to  
24 approach Troy Caldwell so he can decide whether to offer his pipeline  
25 for the project. Manager Collins met with USFS personnel to review  
26 the project and the state of the District's Special Use Permit. USFS  
27 will prepare a summary memo of what needs to be accomplished to  
28 complete the Special use Permit; it will probably necessitate that the  
29 District hire a surveyor to survey all the District's assets on USFS  
30 property since no map exists showing the District pipelines, tanks and  
31 springs.
- 32 • AME Well Re-drill: Manager Collins obtained a restrictive use  
33 easement from one of the two neighbors of the well, and is continuing  
34 discussions with the other property owner. He is exploring the  
35 requirements for a direct discharge into Bear Creek of test pumping  
36 water. The estimated cost to discharge to the sewer is approximately  
37 \$36K and the sewer does not have sufficient capacity. Manager  
38 Collins thinks they will probably put some water in the sewer and  
39 aerate the rest. It will be a 10-day test in late August or early  
40 September. The California Department of Public Health wants the  
41 test run at the most severe time, since the well is in fractured rock.
- 42 • Remote Read Meter: The District has purchased a new computer for  
43 Pam, so she can operate the CORE/Orion/Badger meter reading  
44 software.
- 45 • Avalanche Risk Reduction Report: Manager Collins followed up with  
46 District Counsel regarding liability issues associated with granting  
47 permission for grading on District property along Alpine Meadows  
48 Road. Manager Collins just received email from District Counsel and  
49 will report to the Board on it next month.

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- 1                   • Manager Collins worked on capital and operating budgets for next  
2                   fiscal year.
- 3                   • Manager Collins also worked on the long-range master plan and  
4                   attended two conferences.
- 5       **E.     Operations & Maintenance Department Report:**
- 6       Buz presented a written report for the month of April that included status  
7       updates on water, sewer, garbage and other services provided by the  
8       District.
- 9                   • Maintenance: Staff continued to work on repair and adjustment of the  
10                  Tank 2 pressure reducing valve; worked on the 2013/2014 budget;  
11                  started the process of opening the Park; and continued training on  
12                  using the laptop remote meter read system.
- 13                  • All routine and quarterly water samples were absent coliform bacteria.
- 14                  • Buz said the District is financially stable compared to 8 or 10 years  
15                  ago. He heard that it is one of the top districts in the state of  
16                  California, based on audits. President Quinan attributed the District's  
17                  fiscal stability to former Board President Barbara Danz.
- 18       **F.     Grant of Easement:**
- 19       Manager Collins explained this is one of the two requisite restrictive  
20       easements surrounding the well. Director Northrop made a MOTION that  
21       the Board accept the grant of easement from Friedrich W. Schmidt and  
22       Don Dostal, as Trustees of the Don L. Dostal Revocable Living Trust for  
23       the Alpine Meadows Estate well. Director Priest **SECONDED** the motion.  
24       Directors Northrop, Priest and Salke being in favor, the motion was  
25       **APPROVED.**
- 26       **G.     2013/2014 Goals and Objectives:**
- 27       The Board reviewed the 2013/2014 Goals & Objectives, as revised by the  
28       Administration & Personnel Committee.
- 29                  • The Committee made some changes:
- 30                      ○ removed Board Goals and Objectives item 6 (regarding rate study  
31                      implementation),
- 32                      ○ inserted "Alternative" in General Manager Goals and Objectives  
33                      item 3aiii,
- 34                      ○ added General Manager Goals and Objectives item 3av  
35                      ("Continue with the design process of the Alpine Meadows Bridge  
36                      Project."),
- 37                      ○ made some other small changes.
- 38                  • President Quinan suggested adding as General Manager item 3avi  
39                  "Complete cost of service study for snow-making services to the ski  
40                  resort".
- 41                  • Director Salke said he would email the draft document to the  
42                  Directors, so they can review it, return feedback and consider  
43                  approval at the June meeting. He will also email the mission  
44                  statement so the Board can take action on it at the June meeting.
- 45                  • Pam will email the 2012/2013 Goals & Objectives to the Directors so  
46                  they can return feedback prior to May 31 and hold the Board and  
47                  General Manager Reviews at the June meeting.
- 48       **H.     Resolution 4-2013: Honoring Lew Tift:**

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1 The Board reviewed the Resolution drafted by Manager Collins, honoring  
2 Lew Tift for his many years of service to the District. Lew Tift was in  
3 attendance for this agenda item. Manager Collins read the Resolution  
4 aloud. Director Priest made a MOTION that the Board approve  
5 Resolution 4-2013, Honoring Lew Tift. Director Northrop SECONDED the  
6 motion. Roll was called to approve the Resolution. Ayes: Directors  
7 Northrop, Priest, Salke and President Quinan. Noes: none. Absent:  
8 Director Grant. The Resolution was APPROVED. There will be a  
9 farewell luncheon May 29 from 11:00 a.m. – 2:00 p.m.

10 **I. TTSA Report:**

11 Director Northrop provided the agenda and his own written report for the  
12 May 8, TTSA Board meeting.

- 13 • The plant is operating normally and efficiently.
  - 14 • All waste water discharge requirements are being met.
  - 15 • TTSA is looking into a new UV system to eliminate the use of chlorine.
- 16 The next TTSA Board meeting is scheduled for June 19.

17 **The Board took a break between 10:00 a.m. and 10:05 a.m.**

18 **J. Committee Reports:**

19 i. **Budget & Finance Committee:** President Quinan presented a written  
20 report of Wednesday's Committee meeting.

- 21 a. **Non-standard Transactions:** None.
- 22 b. **Investments/cash:** There was no new activity last month. The  
23 next CD comes due June 20, 2013.
- 24 c. **Requests from Customers for Adjustments to their Bills:**  
25 None.
- 26 d. **Requests for Unbudgeted Expenses:** None.
- 27 e. **Budgets:** The Committee reviewed the draft operations and  
28 capital budgets for fiscal year 2013/2014. The Board reviewed the  
29 Capital Improvement Plan. The projects planned for the  
30 2013/2014 fiscal year are:
  - 31 • AME Well Improvements (\$200K),
  - 32 • Pipe Locator (\$3,600),
  - 33 • Remote Read Water Meter Installations (second year of three-  
34 year program - \$90K),
  - 35 • Alpine Meadows Bridge Water Main Replacement (\$76K),
  - 36 • USFS Special Use Permit Update (\$45K),
  - 37 • New 8" transmission Main from Chalet Rd to John Scott  
38 (\$35K),
  - 39 • Repairs to Spring 4 (\$5K) and
  - 40 • New 230,000-Gallon Water Storage Tank (\$20K)

41 for a total of \$474.6K.

42 f. **Next meeting:** Scheduled for Thursday, June 13 at 9:30 a.m.

43 ii. **Administration & Personnel Committee:** No meeting.

44 iii. **Park, Recreation & Greenbelt Committee:** No meeting.

45 iv. **Long Range Planning Committee:**

- 46 • Director Priest spoke about the genesis of the Long Range Plan  
47 and its relevance today. In 2006 the District asked a consultant to  
48 develop a long range plan. The consultant evaluated the District's  
49 infrastructure, found deficiencies and removing the deficiencies

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- 1 became the District's goals. Those goals drive all future annual  
2 capital improvement plans.
- 3 • The sewer was found to be adequate for existing development  
4 and build out, the only problems were in replacement, which  
5 needed to be part of the long range plan.
  - 6 • With respect to the water infrastructure, the system met the  
7 average daily demand (ADD) for existing development and build-  
8 out.
  - 9 • More important than ADD for a resort community with volatile  
10 population is the maximum daily demand (MDD). The District's  
11 water sources were not adequate to meet the MDD but its storage  
12 and distribution were adequate.
  - 13 • Peak hour demand (PHD) (especially important during holidays)  
14 would be met if tanks were full and sources at full production,  
15 which they doubted would be the case; storage and sources were  
16 not determined to be adequate for build out.
  - 17 • A number of deficiencies were found with fire flow demand (FFD),  
18 with specific problems at Juniper Mountain and at the ski resort,  
19 and FFD was found to be inadequate at the current time or at  
20 build out. Improvements have dealt with many of the FFD issues.
  - 21 • The Committee also came up with goals relating to water quantity,  
22 but Director Priest felt those goals to be of lower priority. He said  
23 he was more interested in where the District stands with respect to  
24 remedying the water system deficiencies identified at the time.  
25 Manager Collins said the improvement to Well R-1 brought the  
26 District into compliance with the MDD, and the improvement in the  
27 AME Well will allow the District to meet the PHD, too. In terms of  
28 FFD, the District will be working on storage and fire hydrant  
29 issues. The California Department of Health has changed its  
30 storage requirements such that for every pressure zone in a  
31 district, the district must provide the FFD for the zone plus the  
32 MDD for the day plus an allowance for emergencies. If the District  
33 replaces Tank 5, the new tank will need to provide more than  
34 120,000 gallons storage to meet these new requirements.
  - 35 • Director Priest said capital projects should be linked to  
36 requirements in the Long Range Plan. Manager Collins said he  
37 would work on it.
  - 38 • Director Priest said the District would benefit from making a  
39 presentation at the valley-wide meeting showing progress made  
40 by capital improvements, the improved ISO rating, improvements  
41 in fire flow, etc. Director Northrop suggested advertising the  
42 improvements in the newsletter. Director Priest agreed, but said  
43 both methods of communication should be used. He said he  
44 would be willing to make the valley-wide presentation, alone or in  
45 addition to other speakers. President Quinan suggested having  
46 an open house at the well house.
  - 47 • Director Priest said other approved objectives in the Long Range  
48 Plan were: 1) provide facilities for service in service area only, 2)  
49 adopt water conservation policies, 3) provide for moderate



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1 irrigation, 4) new development requirements shall be funded by  
2 the development entity (they also pay connection fees to access  
3 existing facilities like storage tanks), and 5) on an annual basis the  
4 District shall consider any new technologies.

5 **K. Open Items:**

- 6 • The next Board meeting is scheduled for its normal date and time:  
7 Friday, June 14 at 8:30 a.m.

8 **L. Correspondence to the Board: None.**

9 **4. DIRECTORS' COMMENTS**

- 10 ▪ Director Salke said any coaching he could get from Directors would be  
11 appreciated. President Quinan and Director Northrop complimented him on  
12 his reports.

13 **5. ADJOURNMENT**

14 There being no further business before the Board, the meeting was adjourned at  
15 10:33 a.m.

16  
17 Respectfully Submitted,

approved as submitted 6/14/13

18  
19  
20  
21 Jancis Martin  
22 Recording Secretary