

**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, September 12, 2014, at 8:30 a.m., District Board Room, 270 Alpine Meadows Road.

1 **1. CALL TO ORDER**

2 President Grant called the meeting to order at 8:31 a.m.

3 **PLEDGE OF ALLEGIANCE**

4 Those attending joined in reciting the Pledge of Allegiance.

5 **ROLL CALL**

6 Directors Present: Janet S. Grant, President; Jon Northrop; Evan Salke.

7 Directors Absent: None.

8 Staff Present: John Collins, General Manager; Buz Bancroft, Operations &
9 Maintenance; Pam Zinn, Office Manager; Jancis Martin, Recording Secretary.

10 Guests Present: Tim Alameda/NTFPD; Steve Simons/NTFPD; Nita
11 Wracker/NTFPD; Jesse Shirley/NTFPD; David Rodriguez/Meeks Bay Fire
12 Protection District (MBFPD).

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, was not able to participate in discussion of
22 this agenda item.

23 i. **August Month-end Financial Statements:** Director Northrop made a
24 MOTION that the Board accept the August 30 month-end financial
25 reports. Director Salke SECONDED the motion. Directors Northrop
26 and Salke and President Grant being in favor, the motion was
27 APPROVED.

28 ii. **August Expenses Paid & Payable:** The Directors reviewed the
29 monthly check register. Director Northrop made a MOTION that the
30 Board approve the Expenses Paid & Payable (the debits for payroll
31 and checks 27617 through 27676). Director Salke SECONDED the
32 motion. Directors Northrop and Salke and President Grant being in
33 favor, the motion was APPROVED.

34 **B. Approval of Minutes:**

35 Director Northrop made a MOTION that the Board approve the minutes of
36 the August 8, 2014, Regular Board of Directors Meeting. Director Salke
37 SECONDED the motion. Directors Northrop and Salke and President
38 Grant being in favor, the motion was APPROVED.

39 **C. Fire Department Report:**

40 Tim Alameda, Steve Simons, Nita Racker, and Jesse Shirley from
41 NTFPD, Dave Rodriguez from MBFPD, and Pam Zinn were in attendance
42 for this agenda item.

- 43 • Iron Man: The Iron Man race is being held in the Tahoe basin next
44 weekend. It is a big event, with a lot of advanced coordination
45 required, and will impact traffic on highways 89 and 267.
- 46 • Fire Season: two crews are out fighting fires. Call volume has fallen
47 locally.
- 48 • Dispatch Calls: There were 7 calls to dispatch in August, mostly for
49 medical aid. A back country rescue was required on Five Lakes Trail.

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- Defensible Space:
 - Status of the chipping program: Tim introduced Jesse and David, both responsible for forestry in their districts, then provided a summary of the chipping program in Alpine Meadows for the season to date. The chippers have chipped piles at 109 addresses, and there are currently 47 properties with unchipped piles. ASCWD budgeted \$14,500 for chipping, but the program has gone \$1,500 over budget, so yesterday Tim asked the chippers to stop until he received further direction from the ASCWD Board.
 - Some public education required: Residents need to be taught 1) they can't put unchippable items in their piles (e.g., bottles, rocks, pine needles), 2) they need to bring the piles to the road so they are accessible to the chipping crew, and 3) they should make the piles reasonably sized (some are too big).
 - Property inspections: Jesse and CalFire did 500 defensible space inspections. Property owners who received notices in response to their inspections mostly wish to comply, which means they need to carry out the specified defensible space work and get re-inspected within 2 months. CalFire will not be back this fall; they will return in the spring and re-inspect every structure. They will also do the condos, the ski resort, and Troy's property next year, amounting to a total of 665 properties. They will continue doing the inspections until everyone is compliant.
 - Enforcement of compliance with defensible space directives: Jesse said he expected that by next year there would probably be only about a dozen property owners remaining out of compliance. No enforcement will take place this year, since it is considered to be a learning year. CalFire will handle the cases in the future. After three notices, the District Attorney will take over the cases and the property owners will be summoned to court. The worst case scenario would be if the judge fines them for the cost of the court that day (which includes everyone's salaries and the cost of electricity and other utilities). The fine is \$500-\$1,000 per day that they are out of compliance. Jesse wants to help people comply; he'd rather nobody went to court.
 - USFS piles on Alpine Meadows Road: At last month's meeting, the Board directed NTFPD that, if the USFS could not deal with the piles soon, and the cost to take care of the piles was under \$1,000, NTFPD should use the funds it has set aside for Alpine Meadows residential chipping to take care of the piles, and that if the cost was greater than \$1,000, NTFPD should come back to the Board for further direction. Tim said NTFPD estimated the work at \$1,000, but it ended up costing \$2,000 because there was debris hidden behind the piles visible from the road. They went ahead and did the whole job. President Grant asked if NTFPD had contacted the USFS; Jesse said their battalion fuels chief is out working fires. He added that the USFS is working on a multi-year project to clear 22 acres, so slash piles will continue to

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- 1 appear along Alpine Meadows Road in the future. Jesse would
2 like to make an arrangement with the USFS whereby they would
3 pay NTFPD to chip the materials generated during the project.
4 President Grant suggested that, since the local Fire Safe Council
5 is involved in creating the piles, NTFPD should contact Ken
6 Gracey, the Fire Safe Council coordinator, to let him know how his
7 volunteers can better stack the materials in the future.
- 8 ○ Procedure for making chipping requests: Pam asked if she should
9 advise property owners to do all work before calling for chipping,
10 or chip in batches, or call in the request before starting the
11 chipping, since sometimes the chippers didn't respond right away.
12 Dave said to tell people not to call in the request until the work is
13 done. After that, if the residents need to do more work, they can
14 make another pile and call it in. He said at the beginning of the
15 season, there were a lot of piles but few chipping request calls.
16 The chipping crews chipped all piles, including the ones for which
17 they had not received calls. So other residents started creating
18 piles and not calling them in. The chippers got overwhelmed.
19 Last week they accomplished a lot, but new piles pop up daily.
 - 20 ○ Guidance needed from ASCWD Board: Tim said there are a
21 number of issues that the Board should probably address.
22 Potential topics for discussion are: 1) whether to pay to have the
23 remainder of residential piles chipped this season; 2) whether to
24 continue to fund the program next year - with an amount more like
25 \$20K - or have homeowners pay the cost directly, or set up a
26 matching-funds program with the residents paying half and the
27 District paying half, or implement some other compromise (e.g.,
28 MBFPD can only afford one week of chipping for the entire
29 season, so their residents pay for any other chipping); 3) whether
30 to limit pile sizes in the future (NTFPD does, MBFPD does not); 4)
31 whether to authorize chipping of slash piles created by tree
32 services (MBFPD does, coordinating with the companies involved,
33 so as to be able to budget and manage the work); 5) whether to
34 chip everything the chipping crews see, or give priority to piles
35 called in by residents; 6) how to define and enforce the end of
36 season for the chipping program.
 - 37 ○ Further discussion: With respect to the difference between this
38 season's budgeted amount and actual cost, Nita said there is
39 always an ebb and flow to the cost of the chipping program. After
40 defensible space inspections, there are always several years of
41 heavy chipping work as homeowners respond to the notices.
42 President Grant said in the past grant funding usually paid the
43 cost of the chipping program, with one or two years when the
44 District informed homeowners they would have to pay the chipping
45 cost themselves, and that this is the first year the Board has
46 provided funding for the program. The Board thought \$14,500
47 would be plenty, not realizing that the defensible space letters
48 would generate so much work. President Grant asked what would
49 happen with unchipped piles if they stayed over the winter; Tim

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- 1 said NTFPD would chip them in the spring. Dave said it has taken
2 MBFPD years to train its homeowners to call in their piles, and to
3 give them a deadline for getting their piles out, and not chipping
4 past that date.
- 5 ○ Possible grant funding: President Grant asked Tim if NTFPD was
6 working on future grant funding for ASCWD. Tim said yes, they
7 are applying for state and federal grants. Pivotal to their ability to
8 obtain any grant funding is completion of the Community Wildfire
9 Protection Plan. Nita said there is a \$400K grant for next year that
10 will include Alpine Meadows. This grant will encourage
11 communities to perform their own defensible space work by first
12 requiring that NTFPD hold educational meetings with eligible
13 groups (typically homeowner associations) to explain how the
14 defensible space work should be done and how the grant program
15 works. After that the procedure will be 1) the groups pay for the
16 work themselves, 2) Jesse does inspections, then 3) the groups
17 submit vouchers to get reimbursed. There will be 130 vouchers
18 for all the districts, available on a first-come first-serve basis. The
19 vouchers will match tree service time and residents' time. They
20 will not reimburse districts for their defensible space expenses.
21 The grant does not apply to the type of residential chipping that
22 NTFPD has typically provided. Nita said grant funding has been
23 difficult to obtain recently; the grants are very competitive and they
24 have all required funds-matching.
- 25 ○ Remaining chipping work: Dave gave the Board an invoice
26 showing work done against the \$14,500 budget, plus the cost of
27 chipping the USFS piles along Alpine Meadows Road, plus the
28 work remaining to be done in the valley. He said that in 4 days
29 the chippers could probably take care of 98% of the remaining
30 piles. He suggested doing the work right away, because MBFPD
31 will need its chipping crews back to shut down its own district.
- 32 Discussion:
- 33 ▪ Nita said she felt residents would be angry if they had to pay
34 for the work themselves, since they are doing the work they
35 were asked to do. Also, Caltrans will destroy unchipped piles
36 while clearing snow. Nita said NTFPD was surprised but
37 pleased at how well valley residents have risen to the
38 challenge of clearing their properties.
- 39 ▪ Tim said he appreciated the Board giving NTFPD the time to
40 share what they are seeing out in the field.
- 41 ▪ President Grant asked if Manager Collins had any comments.
42 He said the District has already paid for most of the work, and
43 recommended that the Board authorize payment of the \$8-10K
44 that would be required to complete the job.
- 45 ▪ Director Salke agreed, but said the educational aspect of the
46 program needs to be improved. He suggested that NTFPD
47 accompany the defensible space paperwork with a half-page
48 summary that explains how to do the piles more efficiently,
49 and that the information also be provided via District

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1 newsletter and website. Manager Collins agreed with Director
2 Salke. Jesse said it was a great point and that he would
3 include such a summary next year. Jesse said at the bottom
4 of the forms there is text asking people to contact him before
5 doing their work, but that people rarely do. Pam pointed out
6 there is a one-page trimming guide that is helpful. Dave said
7 he has done some of that type of educational work with
8 MBFPD residents and that it works well.

9

- Pam asked how the District could get people to stop putting
10 out more piles. Tim said if the Board approves funding to chip
11 the remaining piles, he will work with Manager Collins to iron
12 out the details, including advertising a cut-off for the season.

13

- Tim said from what he has heard from residents in the valley,
14 the perception in Alpine Meadows is that the District is the
15 governmental body that takes care of everything in the valley.
16 President Grant said, on the other hand, when the District put
17 out a survey to the residents, the feedback was that they do
18 not want more government here.

19

- Director Northrop made a MOTION that the Board authorize
20 NTFPD to finish up the chipping program for this season, at a cost
21 not to exceed \$10K. Director Salke SECONDED the motion.
22 During discussion, Director Salke requested that information about
23 defensible space clearing be sent out to homeowners. Directors
24 Northrop and Salke and President Grant being in favor, the motion
25 was APPROVED.

26

- Deadline for pile creation: Dave recommended that September 30
27 be the drop-dead date for pile creation, which would provide the
28 crews with about 10 days to complete the chipping. President
29 Grant said information about the deadline needed to go out to the
30 community ASAP. The information would include the deadline,
31 how to stack piles, and what a good job the community has done
32 in complying with defensible space directives. Nita will get the
33 public education information from Dave and send it to Pam so it
34 can be put on the District website. Pam will email the information
35 to the residents either today or first thing next week.

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

37 John Collins, General Manager, provided a written report on his activities
38 during the month of August, with discussion on the following topics:

- 39
 - Alpine Meadows Road Bridge Replacement Project: There was no
40 activity.
 - Alpine Sierra Subdivision: There was no activity.
 - Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
41 Manager Collins continued to coordinate with Rick Maddalena as he
42 shepherds the project with USFS staff; the Special Use Permit (SUP)
43 was completed and approved by the Board; Manager Collins prepared
44 and submitted to the USFS the following items required by the SUP:
45 Fire Plan, Trench Dewatering Plan, SWPPP and BMP; received
46 executed easement documents from Bear Creek Association;
47 received verbal permission from the Alpine Sierra developer to access
48
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1 property; conducted a pre-bid meeting with Longo Construction;
2 opened and awarded the bid to Longo Construction; issued Notice of
3 Award, conducted a pre-construction meeting, issued notice to
4 proceed; reviewed and approved bond submittals; requested
5 proposals from Andregg and Holdrege & Kull for construction-related
6 services; work is scheduled to begin the first week of September.

- 7 • AME Well Re-drill: Stantec is continuing with the final design of the
- 8 AME Well replacement improvements.
- 9 • CalPERS: See agenda item 3H.
- 10 • Other: Matt Webb continues to have problems with the legal
- 11 description for Alpine Manor; Manager Collins completed the review of
- 12 the LAFCO draft MSR for ASCWD and submitted comments to
- 13 LAFCO's consultant; he worked with three residents on River Road
- 14 regarding extension of water service to their property (they have
- 15 submitted a \$1,500 check to complete a preliminary engineering
- 16 review – the infrastructure would include water main, fire hydrant,
- 17 blow-out valve, etc. – two alternatives cost \$240K and \$190K).

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

19 Buz presented a written report for the month of August that included
20 status updates on water, sewer, garbage and other services provided by
21 the District.

- 22 • Maintenance performed: Staff maintained the Park daily; replaced the
- 23 water main saddle, water service line, yoke and meter for the AMSKI
- 24 mid-mountain restaurant; and continued replacing old water meters
- 25 with remote read meters.
- 26 • Staff took the state-required Title 22 water samples for springs and
- 27 wells (results not yet available).
- 28 • All routine water samples were absent coliform bacteria.

29 **F. Andregg Geomatics Contract for Staking:**

30 Manager Collins said, since the Board authorized him to sign contracts
31 under \$10K, he has already signed this contract with Andregg Geomatics,
32 but he wanted the Board to acknowledge the contract's approval.
33 Director Northrop made a MOTION that the Board acknowledge Manager
34 Collins' approval of the contract with Andregg Geomatics for staking of
35 the Chalet Road to John Scott Trail Waterline, PRV & Sewer-line, in the
36 amount of \$2,950. Director Salke SECONDED the motion. Directors
37 Northrop and Salke and President Grant being in favor, the motion was
38 APPROVED.

39 **G. Holdrege & Kull Contract for Materials Testing:**

40 Director Northrop made a MOTION that the Board approve the contract
41 with Holdrege & Kull for materials testing of the Chalet Road to John
42 Scott Trail Waterline, PRV & Sewer-line, in an amount not to exceed
43 \$14,630. Director Salke SECONDED the motion. During discussion,
44 President Grant asked Manager Collins if he was comfortable with the
45 contract; he said yes. Directors Northrop and Salke and President Grant
46 being in favor, the motion was APPROVED.

47 **H. Resolution 10-2014: Authorizing a Contract between the California**
48 **Public Employees' Retirement System and ASCWD:**

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- 1 Manager Collins explained this is the final step in getting Staff into
2 CalPERS. He said if the Board made any changes to the contract,
3 CalPERS would not accept it. The CalPERS plan will replace the current
4 program, requires 5 years of employment for vesting, and calculates the
5 benefit at 62 years of age, multiplying the number of years worked times
6 2%, using the average of the last three years of employment as a basis.
7 Manager Collins said the cost of the program is neutral to the District. A
8 one-time increase in salary is involved. Director Salke asked if Staff
9 approved the plan; Manager Collins said yes, that their vote was
10 unanimously in favor. Director Northrop made a MOTION that the Board
11 approve Resolution 10-2014: Authorizing a Contract between the
12 California Public Employees' Retirement System and ASCWD, effective
13 September 28, 2014. Director Salke SECONDED the motion. Roll was
14 called to approve the Resolution. Ayes: Directors Northrop, Salke and
15 President Grant. Noes: none. The Resolution was APPROVED.
- 16 **I. Public Utility Easement Deed for Parcel 095-273-009:**
- 17 Manager Collins explained that the existing sewer line is not within the
18 easement originally granted; this deed will remedy the situation. Director
19 Northrop made a MOTION that the Board approve the public utility
20 easement deed for parcel 095-273-009. Director Salke SECONDED the
21 motion. Directors Northrop and Salke and President Grant being in favor,
22 the motion was APPROVED.
- 23 **J. Resolution 11-2014: Accepting Release & Encroachment Agreement**
24 **on Parcel 095-400-013:**
- 25 Manager Collins said the property owners are encroaching on the existing
26 sewer easement. The Agreement releases the District from any future
27 damage or harm, and provides the District with permission to enter the
28 easement for repairs. Director Northrop made a MOTION that the Board
29 adopt Resolution 11-2014: Accepting Release & Encroachment
30 Agreement on Parcel 095-400-013. Director Salke SECONDED the
31 motion. Roll was called to approve the Resolution. Ayes: Directors
32 Northrop and Salke and President Grant. Noes: none. The Resolution
33 was APPROVED.
- 34 **K. DN Tanks Contract for Two Pre-stressed Tanks:**
- 35 Manager Collins explained that originally the proposal was for four tanks,
36 which was over budget, so the proposal was reworked for two tanks. It is
37 still a little over budget, but the work needs to be done. Director Northrop
38 made a MOTION that the Board approve the contract with DN Tanks to
39 clean and re-coat dome roofs on two pre-stressed tanks, in the amount of
40 \$32,570.80. Director Salke SECONDED the motion. Directors Northrop
41 and Salke and President Grant being in favor, the motion was
42 APPROVED.
- 43 **L. Director Priest's Resignation & Replacement:**
- 44
 - 45 • The Board acknowledged receipt of Donald Priest's letter of
46 resignation.
 - 47 • Only one non-incumbent candidate, Christine York, applied to become
48 a Board member. So she will take his place, effective the December
 Board meeting.

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- 1 • President Grant wondered if it would be better for the vacant seat to
2 be occupied during the next two meetings. She asked Manager
3 Collins if Christine could fill the seat prior to the nominal effective date.
4 He thought it was probably okay. He said he could obtain the opinion
5 of District counsel and, if given the legal go-ahead, could ask
6 Christine if she would be willing to start before December. The other
7 Directors agreed. President Grant directed Manager Collins to
8 proceed with his suggestions.

9 **M. Director Quinan’s Replacement:**

- 10 • The position vacated by Virginia Quinan has 2 years and 2 months
11 remaining in its term. At the valley-wide meeting, President Grant
12 announced the vacancy and solicited expressions of interest from
13 people interested in serving on the Board. Two people responded:
14 Joshua Masur and Michael Battey. The Board also has the names of
15 the people they interviewed when Barbara Danz left. President Grant
16 asked what action the Board wished to take with respect to filling the
17 position. Director Salke suggested forming a list of candidates made
18 up of those who remain interested from the previous candidate pool,
19 with the addition of the two people who responded at the valley-wide
20 meeting, and getting resumes from the two new people. Joshua
21 Masur is active on AME. Michael Battey is not currently a registered
22 voter, but said he would be happy to register. Manager Collins said
23 he would ask Joshua and Michael for resumes, contact the people
24 from the pool to determine their interest, and advise all parties as to
25 Board responsibilities (when the Board meetings are, participation on
26 Committees, and check-signing). He will bring the interested
27 candidates to the next Board meeting.
- 28 • President Grant asked the Board which they wished to do: make a
29 decision based on written resumes, or interview the candidates. She
30 would prefer to operate with a full Board, so wanted the Board to be
31 able to make a decision as soon as possible. Director Northrop said
32 he was okay with making a decision based on resumes. Director
33 Salke said he had mixed feelings as to whether or not the Board
34 needed to interview candidates. He said he would prefer to see full-
35 time residents on the Board. He also suggested that Manager Collins
36 ask the candidates to include a paragraph in their resume about why
37 they want to serve on the Board.
- 38 • President Grant reminded Manager Collins that the Board would have
39 to go through the check signature authorization process again, so that
40 Christine York and the other new Board member will be able to sign
41 checks.

42 **N. TTSA Report:**

- 43 Director Northrop provided minutes for the June 18 Special Meeting,
44 minutes for the July 9 Regular Meeting, the agenda for the August 13
45 Regular Meeting, the notice of cancellation of the August 27 Special
46 Meeting, and the agenda for the August 28 Special Meeting. Director
47 Northrop reported that:
- 48 • The plant is operating normally and efficiently.
49 • All waste water discharge requirements are being met.

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- 1 The next TTSA Board meeting is scheduled for October 8.
2
3 **O. Committee Reports:**
4 i. **Budget & Finance Committee:** President Grant presented a written
5 report of yesterday's Committee meeting.
6 a. **Non-standard Transactions:** None.
7 b. **Financial Reports:** The Committee asked for an Accounts
8 Receivable Aging Summary, which Mike provided. The
9 Committee reviewed the updated spreadsheet for Cash Reserves
10 and Capital Projects and discussed perhaps improving the
11 depreciation schedule as a means of identifying future capital
12 needs.
13 c. **Investments/cash:** Per the Committee's recommendation,
14 Director Northrop made a MOTION that the Board authorize
15 Manager Collins to roll over the \$100K CD maturing September
16 30. Director Salke SECONDED the motion. During discussion,
17 Director Northrop mentioned Tri Counties Bank, a banking entity
18 with good CD rates. The Board directed Manager Collins to check
19 into their rates. Directors Northrop and Salke and President Grant
20 being in favor, the motion was APPROVED.
21 d. **Letters from Customers Regarding Billing Issues:** There were
22 four communications from customers, all requesting removal of
23 late fees. The Committee recommended denial of the requests in
24 all cases, based on prior Board practice. Director Northrop made
25 a MOTION that the Board approve the Committee's
26 recommendation to deny the four requests. Director Salke
27 SECONDED the motion. Directors Northrop and Salke and
28 President Grant being in favor, the motion was APPROVED.
29 e. **Requests for Unbudgeted Expenses:** None.
30 f. **Next meeting:** Scheduled for Wednesday, October 15 at 9:30
31 a.m. (as a result of agenda item 3P).
32 ii. **Administration & Personnel Committee:** No meeting.
33 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
34 iv. **Long Range Planning Committee:** No meeting.
35 **P. Open Items:** Jancis Martin, Recording Secretary, made a request that
36 the October Board meeting be moved to a later date to accommodate her
37 work schedule. The Directors agreed to move the meeting to Thursday,
38 October 16, with the Budget & Finance Committee meeting to be held
39 Wednesday, October 15.
40 **Q. Correspondence to the Board:** Mary Bennett sent an email with
41 questions about various items, including water usage for snow-making.
42 President Grant directed Staff to reply to the letter, in accordance with
43 Board policy.
44 **4. DIRECTORS' COMMENTS:**
45 None.
46 **5. ADJOURNMENT**
47 There being no further business before the Board, the meeting was adjourned at
48 10:30 a.m.
49 Respectfully Submitted, Approved as submitted 10-16-14

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Jancis Martin
Recording Secretary