

**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, June 13, 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; Don Priest; Evan
7 Salke.

8 Directors Absent: Jon Northrop.

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

12 Guests Present: Chief Schwartz/NTFPD; Tim Alameda/NTFPD; Nita
13 Wracker/NTFPD; Pat Dillon/NTFPD.

14 **2. PUBLIC PARTICIPATION**

15 None.

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

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

21 **A. Financial Reports:**

22 Mike Dobrowski, District CPA, was not able to participate in discussion of
23 this agenda item. Manager Collins said May was a routine month,
24 financially.

25 i. **May Month-end and Quarterly Financial Statements:** Director
26 Grant made a MOTION that the Board accept the May 31 month-end
27 and quarterly financial reports. Director Priest SECONDED the
28 motion. Directors Grant, Priest and Salke being in favor, the motion
29 was APPROVED.

30 ii. **May Expenses Paid & Payable:** The Directors reviewed the monthly
31 check register. Director Grant made a MOTION that the Board
32 approve the Expenses Paid & Payable (the debits for payroll and
33 checks 27454 through 27505). Director Priest SECONDED the
34 motion. Directors Grant, Priest and Salke being in favor, the motion
35 was APPROVED.

36 **B. Approval of Minutes:**

37 Director Grant made a MOTION that the Board approve the minutes of
38 the May 9, 2014, Regular Board of Directors Meeting. Director Priest
39 SECONDED the motion. During discussion, Director Grant asked what
40 "Design. For Cap. Outlay" – a line item on the Balance Sheet - was (she
41 had asked the same question at last month's meeting [page 1, line 39]);
42 Manager Collins said he would remind Mike to follow up. She also asked
43 if anyone had followed up on the possibly recurring gas leak she asked
44 about last month (page 2, line 39); Manager Collins said he would talk
45 with NTFPD about it. She also asked about the status of the attic work
46 (page 9, lines 17-31); Buzz said it was almost complete, that a little
47 electrical work remained, that he was happy with the work, and that he
48 didn't yet know the total cost of the project. Directors Grant, Priest and
49 Salke being in favor, the motion was APPROVED.

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1 **C. Fire Department Report:**

2 Chief Schwartz, Tim Alameda, Pat Dillon and Nita Wracker from NTFPD
3 were in attendance and reported the following:

- 4 • Dispatch Calls: There were only two calls to dispatch in May, both for
5 medical services.
- 6 • Fire Season Preparation:
 - 7 ○ The fire-fighting academy students graduated May 30, increasing
8 NTFPD's available staff. The newer paramedics are still
9 considered to be in training and require shadowing for now.
 - 10 ○ There is an extra engine and crew and bulldozer in the Tahoe
11 basin.
 - 12 ○ Because of the high winds, people have mistaken clouds of pollen
13 for smoke. NTFPD doesn't mind; they want people to go ahead
14 and call in any concerns. They asked the Board to tell valley
15 residents that if they see anything that might be smoke, they
16 should not try to guess if it is smoke or pollen; they should just dial
17 911 and NTFPD will be happy to investigate.
 - 18 ○ When people call 911 by cell phone to report an incident in
19 NTFPD's jurisdiction, they should tell the dispatcher the incident
20 involves Placer County so they will get routed to the Grass Valley
21 dispatcher, who will contact the correct fire agency.
 - 22 ○ The cooperation between multiple agencies – NTFPD, USFS and
23 CalFire – is going seamlessly.
 - 24 ○ Squaw Valley hosted a wildland interface drill, including CalFire
25 personnel from South Lake Tahoe and Truckee and air attack. It
26 is the most aggressive training Tim has ever been involved in.
 - 27 ○ Using CERT personnel, NTFPD was able to call all of the ~200
28 people in North Tahoe who have burn permits and advise them
29 they are not allowed to burn anymore, since all burn permits
30 statewide have been rescinded. NTFPD has never had the
31 resources to do this kind of notification before.
- 32 • Chipping: The program is underway. NTFPD is working on a memo
33 of understanding with Meeks Bay to use their chipper in Alpine
34 Meadows. Jesse Shirley will coordinate with Pam about chipping in
35 the valley.
- 36 • Forest Health: NTFPD participated in a South Lake Tahoe meeting
37 with other area fire chiefs and CalFire chiefs from Placer and El
38 Dorado Counties. CalFire's Fire Behavior Analyst told the attendees
39 that the effects of the drought won't go away any time soon; more
40 vegetation is dying, creating more fuel for fires; and they should
41 expect a tremendous die-off of fir, which is the predominant tree in
42 Alpine Meadows.
- 43 • Defensible space inspections: Jesse Shirley is doing a great job with
44 inspections in the valley.
- 45 • July 4: NTFPD will have a busy holiday weekend, monitoring fireworks
46 in Kings Beach and Tahoe City and attending homeowner association
47 meetings throughout their jurisdiction.

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- 1 • Possible recurring gas leak: Pat Dillon said he would investigate the
2 residence Director Grant asked about. Manager Collins will get him
3 the address.
- 4 • Legislation: Chief Schwartz went to Sacramento three days to lobby
5 on seven bills that affect NTFPD, ASCWD and Meeks Bay. He will
6 send a .PDF about the bills to the ASCWD Directors.
- 7 • Hazards of marijuana grow houses: Pat Dillon described the recent
8 incident in Alpine Meadows where he participated in shutting down
9 power to a rental property that was being used to grow marijuana. He
10 emphasized the danger to responders from commercial production of
11 this kind, and even more so from the manufacture of “honey oil” (also
12 known as marijuana oil or hash oil). There have been two home
13 explosions – one in Truckee and one in South Lake Tahoe - due to
14 butane use in honey oil manufacture. Buzz said butane containers
15 are starting to show up in the District dumpsters. Pat said, unlike
16 grow houses, which can sometimes be legal, there is no legal way to
17 produce honey oil.
- 18 • Station Staffing: NTFPD is coming up on 150 days of staffing the
19 Alpine fire station for the 2013-2014 fiscal year, which will meet their
20 contractual obligation.

21 **E. General Manager’s Report:**

22 John Collins, General Manager, provided a written report on his activities
23 during the month of May, with discussion on the following topics:

- 24 • Alpine Meadows Road Bridge Replacement Project:
 - 25 ○ Placer County returned the signed updated contract. The work
26 will be rescheduled for next year.
 - 27 ○ Manager Collins confirmed that the District can dispose of the
28 parcel adjacent to the Ancinas property without first offering it to
29 any Placer County agencies, since the zoning requirement for a
30 single-family lot is 10,000 square feet and the parcel in question is
31 ~6,000 square feet.
- 32 • Alpine Sierra Subdivision: Manager Collins prepared a response to
33 Placer County’s request for information regarding the project. He also
34 prepared public utility easement documents and forwarded them to
35 Alpine Sierra for signature.
- 36 • Chalet Road to John Scott Trail Waterline, PRV & Sewer-line Project:
37 Manager Collins met with USFS personnel in the field to review the
38 project. USFS wanted to verify the distance from the project to any
39 open water bodies or wetland areas, in order to determine the impact
40 of the project on the endangered yellow-legged frog. A portion of the
41 project is too close to water, so USFS will probably require that that
42 portion of the project be removed. USFS also requested that the
43 water line be surveyed and staked, so their forester can determine the
44 number of trees that the project would impact.
- 45 • AME Well Re-drill: Manager Collins reviewed Holdrege & Kull’s
46 geologic evaluation of the project site. There were no issues. Stantec
47 continued with the project design.
- 48 • Vastine Sewer Easement: Manager Collins prepared documents and
49 forwarded them to the architect to obtain Vastine’s signature.

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- Mission Statement: Manager Collins researched other agencies' mission statements. Squaw Valley and Northstar both provide fire protection services, but don't mention it in their mission statements.
- Alpine Village Apartments and Alpine Manor easement: Matt Webb continued to have problems with the legal description of the easements.
- Budgets for fiscal year 2014/2015: Manager Collins completed work on the operating and capital budgets, and on the appropriations limit.
- CalPERS: Staff had a conference call with CalPERS staff. Manager Collins will prepare an analysis of the alternatives for Board and Staff consideration.

D. Ordinance 1-2014: Setting Fees for Cost Recovery of Fire and Life Safety Activities:

Chief Schwartz, Tim Alameda, Pat Dillon and Nita Wracker of NTFPD were in attendance for this agenda item.

- President Quinan opened the public hearing at 9:00 a.m. and asked for public comment. Receiving no comments, she closed the hearing at 9:00 a.m.
- Tim said, based on NTFPD's research, they determined they could reduce the fees associated with the schedule from \$81 to \$80 per hour. They also changed the Report Request cost to 50 cents per page.

Director Priest made a MOTION that the Board approve Ordinance 1-2014: Setting Fees for Cost Recovery of Fire and Life Safety Activities. Director Grant SECONDED the motion. Roll was called to approve the Resolution. Ayes: Directors Grant, Priest, Salke and President Quinan. Noes: none. Absent: Director Northrop. The Resolution was APPROVED.

Manager Collins and Buz asked for a few minutes to acknowledge the accomplishments of Miguel Ramirez (Operations & Maintenance Staff). He has obtained his distribution certification, thereby achieving a \$2 per hour pay raise, and will continue to obtain further appropriate certifications. Buz said that Miguel has been with the District a full year, has been a big help and is an asset to the District.

F. Operations & Maintenance Department Report:

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

- Maintenance performed: Staff opened the Park; maintained equipment and vehicles; replaced five meter yokes that were leaking; started reading meters (finished the remote read meters and two-thirds of the rest, will probably be complete sometime next week); and completed the budget process.
- The dump truck was inspected this week to determine whether or not it is salvageable. It needs a new steering box and transmission work.
- All routine water samples were absent coliform bacteria.
- Director Grant asked which springs generate positive coliform results. Buz said all except Spring 3, which is the smallest. Spring 2, the largest, generates the most positive coliform samples.

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- 1 • President Quinan asked if customers should cut back on irrigation.
- 2 Buz said yes, but that irrigation isn't affecting the District negatively.
- 3 • Director Salke asked if Bear Creek had asked to purchase more water
- 4 than usual for their pond this year, due to the drought. Buz said Bear
- 5 Creek had to empty their pond due to invasive weeds, put down a felt
- 6 ground cover and were able to refill it in a day.

7 **G. Operating and Capital Budgets for Fiscal Year 2014/2015:**

8 Operating Budget:

- 9 • Manager Collins explained that the one-page operating budget
- 10 showed the budget presented to the Board at the May meeting. After
- 11 the meeting, Manager Collins split out the revenues and expenditures
- 12 by month and Mike then separated these out by fund and generated
- 13 the multi-page detailed report.
- 14 • Salaries still need to be adjusted from the estimated 1.1% COLA
- 15 (used in the budget presented to the Board last month) to the actual
- 16 1.86% COLA.

17 Director Priest made a MOTION that the Board approve the Operating

18 Budget for Fiscal Year 2014/2015, by fund by month, including the

19 adjustment of the salaries from 1.1% to 1.86%. Director Salke

20 SECONDED the motion. Directors Grant, Priest and Salke being in favor,

21 the motion was APPROVED.

22 Capital Budget:

- 23 • Manager Collins presented the capital budget for fiscal year 2014-
- 24 2015. The items scheduled for the year include continuing the AME
- 25 Well Improvements (rebuilding the well house and equipping it,
- 26 associated modifications to SCADA); the final year of the three-year
- 27 remote read meter installation program; updating the USFS special
- 28 use permits; the 8" water main between Chalet Rd and John Scott;
- 29 the 8" sewer main between manhole ME-5 and John Scott; a new
- 30 compactor/tamper; and a new backup generator.
- 31 • Director Priest asked if Manager Collins had contacted Troy Caldwell
- 32 about the District's cost for the alternate alignment of the 8" water
- 33 main. Manager Collins said no, but that he would before the project
- 34 went out to bid.
- 35 • Director Priest asked if there was enough money for the capital
- 36 projects, given that the capital budget total is over \$1M but the capital
- 37 reserves are only about \$500K. Manager Collins said the Budget &
- 38 Finance Committee asked the same question, and that he did the
- 39 calculations and determined that it can be done, but that the District
- 40 will have to violate a policy to do so. The Board has a goal to keep
- 41 \$900K in the District's operations reserves. Completing all of the
- 42 capital projects will deplete the operations reserves but will leave
- 43 enough money there for over 6 months of operations. Next year's
- 44 capital improvement projects do not have much in the way of
- 45 expense, so the operations reserve should gain money back then.

46 Director Priest made a MOTION that the Board approve the Water and

47 Sewer Capital Improvement Plan, dated June 11, 2014. Director Grant

48 SECONDED the motion. Directors Grant, Priest and Salke being in favor,

49 the motion was APPROVED.

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- 1 **H. Appoint the District’s Secretary/Treasurer:**
2 Director Grant made a MOTION that the Board approve the appointment
3 of Manager Collins as the District’s Secretary/Treasurer. Director Salke
4 SECONDED the motion. Directors Grant, Priest and Salke being in favor,
5 the motion was APPROVED. Director Grant asked if the Board should be
6 doing this every year; Manager Collins said yes.
- 7 **I. Resolution 4-2014: Establishing Appropriations Limits for the Fiscal**
8 **Year July 1, 2014 – June 30, 2015:**
9 The Board is required annually to approve a Resolution establishing an
10 appropriations limit. The appropriations limit is the amount the District
11 cannot exceed in property tax collection. The District’s property tax
12 collection is well under the limit. Director Grant made a MOTION that the
13 Board approve Resolution 4-2014: Establishing Appropriations Limits for
14 the Fiscal Year July 1, 2014 – June 30, 2015. Director Salke
15 SECONDED the motion. Roll was called to approve the Resolution.
16 Ayes: Directors Grant, Priest, Salke and President Quinan. Noes: none.
17 Absent: Director Northrop. The Resolution was APPROVED.
- 18 **J. Resolution 5-2014: Investment Policy:**
19 The Board reviewed the Policy.
20
 - 21 • Manager Collins said he updated the financial institutions (page 4)
 - 22 and the Cash Withdrawal from Placer County section (page 5).
 - 23 • With respect to page 3, section 5.0 [Delegation of Authority], Director
 - 24 Priest asked if Manager Collins had established the requisite written
 - 25 procedures. Manager Collins thinks such written procedures exist
 - 26 and will research them.
 - 27 • With respect to the monthly investment report mentioned on page 5,
 - 28 Director Priest asked who generated the monthly Treasurer’s Report,
 - 29 Mike Dobrowski or Manager Collins. Manager Collins said he himself
 - 30 prepares the report, but that Mike includes the information in the
 - 31 monthly statements in the Balance Sheet.

32 Director Salke made a MOTION that the Board approve Resolution 5-
33 2014: Investment Policy of the Alpine Springs County Water District.
34 Director Priest SECONDED the motion. Roll was called to approve the
35 Resolution. Ayes: Directors Grant, Priest, Salke and President Quinan.
36 Noes: none. Absent: Director Northrop. The Resolution was
37 APPROVED.

38 **K. District Mission Statement:**
39 The Board reviewed last year’s mission statement. Director Priest
40 reiterated his preference that the District explicitly mention provision of
41 waste management, Park and fire protection services. Director Grant
42 said the District has offered fire protection services for a long time, but
43 has omitted explicit mention until now. The Board agreed to put off
44 further action on this item until next month while Manager Collins
45 researches the District’s charter. Director Priest volunteered to come up
46 with wording based on the charter.

47 **L. 2014/2015 Goals & Objectives:**
48 The Board reviewed the Goals & Objectives.
 - Director Salke made the changes discussed last month.

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- 1 • Director Priest suggested that 2b under “For Evaluation Purposes” be
2 amended as follows: remove “more” and replace
3 “financial/operational” with “legal, financial and operational”.
4 Director Grant made a MOTION that the Board approve the 2014/2015
5 Goals & Objectives with the changes suggested by Director Priest.
6 Director Priest SECONDED the motion. Directors Grant, Priest and Salke
7 being in favor, the motion was APPROVED.

8 **M. Proposed CSDA Bylaws Updates and Election of LAFCO**

9 **Representative:**

10 The Directors were unable to read the proposed CSDA bylaws updates
11 so opted not to vote on them. Director Grant suggested that the
12 information about the inability to access the bylaws updates online be
13 sent to CSDA. Director Grant made a MOTION that the Board vote for
14 Ron Treabess as Special District Representative for LAFCO. Director
15 Priest SECONDED the motion. Directors Grant, Priest and Salke being in
16 favor, the motion was APPROVED.

17 **N. Consumer Confidence Report for Calendar Year 2013:**

18 The Board reviewed the report. Buz said all testing was normal. Next
19 year the testing will be more extensive.

20 **O. TTSA Report:**

21 Director Northrop provided the minutes for the April 16, Special Meeting,
22 the agenda for the May 14, Regular Meeting and notice of cancellation of
23 the June 11, Regular Meeting.

- 24 • Director Grant asked if work on the Truckee River Interceptor would
25 affect ASCWD. Buz said the only impact was that Staff was having to
26 spend a lot of time in the River Run area, marking all the District’s
27 underground facilities.
28 • The Board discussed the topic of the water availability assessment
29 associated with the Village at Squaw Valley Project. Director Priest
30 said he heard about the issue from someone involved and that the
31 assessment would not only evaluate sources within Squaw Valley but
32 also resources outside their valley. Nobody has contacted Manager
33 Collins about it officially. In unofficial discussion, Manager Collins has
34 told inquirers that the ASCWD Board has no interest in providing
35 water outside the District. Placer County will probably be taking over
36 responsibility for the assessment, and wishes to slow down the
37 process.

38 The next TTSA Board meeting is scheduled for July 9.

39 **P. Committee Reports:**

- 40 i. **Budget & Finance Committee:** President Quinan presented a written
41 report of yesterday’s Committee meeting.
42 a. **Non-standard Transactions:** None.
43 b. **Budgets:** The Committee reviewed the budgets and
44 recommended approval.
45 c. **Investments/cash:** Per the Committee’s recommendation,
46 Director Grant made a MOTION that the Board authorize Manager
47 Collins to reinvest the funds from the \$105,000 CD maturing June
48 24. Director Salke SECONDED the motion. Directors Grant,
49 Priest and Salke being in favor, the motion was APPROVED.

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- 1 d. **Requests from Customers for Adjustments to their Bills:**
2 None.
3 e. **Requests for Unbudgeted Expenses:** None.
4 f. **Next meeting:** Scheduled for Thursday, July 3 at 9:30 a.m.
5 ii. **Administration & Personnel Committee:** Director Salke presented a
6 written report of the May 15, Committee meeting.
7 a. The Committee modified the Goals & objectives for 2014/2015
8 (see today's agenda item 3L).
9 b. Definition of retirement with respect to medical benefits: the
10 current CalPERS documentation defines an employee as being
11 eligible for retirement benefits if they have at least five years of
12 tenure and are at least 65 years old. Director Salke suggested
13 that the District use that definition to solve the current loophole
14 whereby a District employee could retire after a year with full
15 retirement benefits. Director Grant asked if the District would be
16 able to provide full benefits for all future retirees, as is currently
17 being done with Lew Tift, the District's sole retiree to date. The
18 Administration & Personnel Committee recommends yes, but
19 Manager Collins said to understand the actual financial impact he
20 would have to hire an actuary. Fortunately, the current employees
21 are separated in age by about 10 years each. Director Grant
22 asked if the language in the Employee Handbook would be
23 updated. Manager Collins said the Handbook would be updated
24 the next time it is scheduled for review, which is next year.
25 c. Manager Collins and Staff are currently in discussion with
26 CalPERS about retirement plans. Manager Collins will talk with
27 Staff about their preferences, formulate their feedback and bring it
28 to the Board for future action. Manager Collins mentioned that
29 CalPERS had asked how many Board members served before
30 1994, because they could be provided with retirement benefits.
31 iii. **Park, Recreation & Greenbelt Committee:** No meeting.
32 iv. **Long Range Planning Committee:** No meeting.
33 **Q. Open Items:**
34 • The next Board meeting will be moved from its normal date and time
35 (Friday, July 11 at 8:30 a.m.) to Monday, July 7 at 8:30 a.m., to allow
36 more Directors to attend.
37 **R. Correspondence to the Board:** None.
38 **4. DIRECTORS' COMMENTS:**
39 • Director Grant said customers were used to being able to compare prior and
40 current year meter reads on their annual statements, but that the meter reads
41 were going to be omitted from the statements being sent out this year. The
42 statements will show usage, but not the actual readings. Pam said if a
43 customer wants to know their meter reads, they can call her and she will look
44 up the information for them. Manager Collins said he made the decision to
45 omit the raw meter reads in the interest of saving time and being efficient.
46 • President Quinan asked the Directors if they were in favor of allowing
47 telecons. The Brown Act allows it as long as there is quorum at the central
48 location. President Quinan wondered if the Board should have a separate
49 policy to cover the issue. The expense associated with telecons includes

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1 administrative overhead, the cost of the conference call (~\$30), the normal
2 stipend for attendance, and the FedEx expense (~\$50 when a Director needs
3 hardcopy of the Board packet – most Directors can receive the Board packet
4 via email). TTSA allows telecons, TCPUD does not. Director Priest said he
5 was not opposed to telecons. Manager Collins suggested that the Board
6 defer further discussion on the topic until next month so that Director
7 Northrop would be able to participate. Manager Collins said that meanwhi8le
8 he would research what TTSA and TCPUD have in the way of policies.

9 **5. ADJOURNMENT**

10 There being no further business before the Board, the meeting was adjourned at
11 10:46 p.m.

12
13 Respectfully Submitted, approved as submitted 7/9/14

14
15
16
17 Jancis Martin
18 Recording Secretary