

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

**TO:** Wayne Ogle, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**FROM:** Charlie Pierce, Kenai Peninsula Borough Mayor 

**DATE:** August 20, 2019

**RE:** Appointment to the Anchor Point Fire & Emergency Medical  
Service Area Board

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Pursuant to KPB 16.60.060 I hereby submit my recommendation for confirmation by the Assembly, of the following appointment to the Anchor Point Fire & Emergency Medical Service Area Board. The applicant is a registered voter and resides within the service area to be represented. Attached for your review is the request for appointment:

| <b><u>Applicant</u></b> | <b><u>Board Seat</u></b> | <b><u>Term Expires</u></b> |
|-------------------------|--------------------------|----------------------------|
| Cherie Richter          | Seat – A                 | October, 2020              |

Thank you

Kenai Peninsula Borough  
Office of the Borough Clerk

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**MEMORANDUM**

**TO:** Charlie Pierce, Mayor *CP*  
**THRU:** Johni Blankenship, Borough Clerk *(JB)*  
**FROM:** Tatyana Shassetz, Borough Clerk Secretary *(AS)*  
**DATE:** August 5, 2019  
**RE:** Verification of Anchor Point Fire and Emergency Service Area Board Applicant – Seat A

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Pursuant to KPB 2.40.010 and 2.40.030, the applicant listed below has been verified as registered voter of the Borough and resides within their area to be represented.

**Anchor Point Fire Emergency Service Area**

| <b><u>Applicant</u></b> | <b><u>Board Seat</u></b> | <b><u>Term Expires</u></b> |
|-------------------------|--------------------------|----------------------------|
| Cherie Richter          | Seat – A                 | October, 2020              |

**Shassetz, Tatyana**

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**To:** Blankenship, Johni  
**Subject:** RE: Service Area Appointment Application received

T, looks like we have an applicant for Anchor Point...please process the application for the Mayor's consideration.

Thank you, Johni

**From:** Kenai Peninsula Borough [<mailto:webmaster@borough.kenai.ak.us>]  
**Sent:** Wednesday, July 31, 2019 5:18 AM  
**To:** Blankenship, Johni <[JBlankenship@kpb.us](mailto:JBlankenship@kpb.us)>  
**Cc:** Turner, Michele <[MicheleTurner@kpb.us](mailto:MicheleTurner@kpb.us)>  
**Subject:** Service Area Appointment Application received

Select One  
Anchor Point Fire & Emergency Service Area Board

Select One  
APFESA Seat A – Term to Expire 10/2020

{BCFSA\_Seat\_Choice:caption}  
{BCFSA\_Seat\_Choice:value}

{EPHESA\_Seat\_Choice:caption}  
{EPHESA\_Seat\_Choice:value}

{KESA\_Seat\_Choice:caption}  
{KESA\_Seat\_Choice:value}

{NPRSA\_Seat\_Choice:caption}  
{NPRSA\_Seat\_Choice:value}

{SPH\_Seat\_Choice:caption}  
{SPH\_Seat\_Choice:value}

{SBCFSA\_Seat\_Choice:caption}  
{SBCFSA\_Seat\_Choice:value}

{SRSA\_Seat\_Choice:caption}  
{SRSA\_Seat\_Choice:value}

Applicant Name  
Richter Cherie

Physical Residence Address  
73601 Twin Peaks Loop

City  
Anchor Point

State  
AK

Zip  
99556

My Mailing Address is DIFFERENT from my Residence Address

Mailing Address  
P O Box 532

City  
Anchor Point

State  
AK

Zip  
99556

Email  
[cherie.a.richter@gmail.com](mailto:cherie.a.richter@gmail.com)

Daytime Phone  
907-299-1996

Voter #

SS #



Date of Birth



I have been a Resident of the Kenai Peninsula Borough for:

Years  
8

Months  
9

I have been a Resident of the selected Service Area for:

Years

8

Months

9

If you would like to upload a copy of your resume, you may do that below.

Attachments **must** be in .PDF, .DOC or .DOCX format only.

Upload your Resume

[5d41951008c8b-MyResume.doc](#)

[https://www.kpb.us/components/com\\_rsform/uploads/5d41951008c8b-MyResume.doc](https://www.kpb.us/components/com_rsform/uploads/5d41951008c8b-MyResume.doc)

/var/www/www.borough.kenai.ak.us/components/com\_rsform/uploads/5d41951008c8b-MyResume.doc

5d41951008c8b-MyResume.doc

APPLICANT CERTIFICATION: I certify that the information in this Application for Appointment is true and complete and that I meet the specific residency and citizenship requirements of this office. I further certify that I shall meet the age requirements upon taking the oath of office, if appointed. I further acknowledge that by typing my initials below I intend to fully sign this document.

Type your initials to sign

car

# Cherie A. Richter

P. O. Box 532  
Anchor Point, AK 99556  
(907)299-1996  
(907)235-1299  
cherie.a.richter@gmail.com

## Objective

I am looking for a rewarding job with a reputable company. While my previous experience was in the financial industry; since I have been in Alaska, I have worked in construction. I enjoy the challenge of remote locations and fervor of the demanding construction season. I have great communication, organization, customer service and clerical skills. I adapt easily to new challenges and environments, and get along well with co-workers.

## Employment History

- 11/21/2011 - Office Manager  
09/29/2017 Twin Peaks Construction, Inc. Anchor Point, AK  
Employed as Office Manager for commercial construction company. Responsible for daily operations of office and supervising office staff. Duties included bookkeeping, payroll, accounts payable, accounts receivable, job budget/cost analysis, quarterly tax reporting, monthly, quarterly and annual financial statements, heavy use and mining tax reporting, . Assisted project managers by scheduling and arranging logistics for remote job locations, budget/cost analysis on construction bids, preparation of bid packets, reporting and maintaining submittal log, daily reports, SWPPP requirements, and DBE reporting on awarded contracts, preparation of pay estimates, ordering permits, and ensuring all licenses and permits were in place as required, coordinated and corresponded with subcontractors as needed.
- 09/19/2005 - AVP, Mortgage Loan Officer  
03/03/2010 JP Morgan Chase Bank, NA Jenks, OK  
Employed as an Assistance Vice President, Mortgage Lending Officer. Position was located inside a branch. Not only performed the necessary job requirements of a loan originator, but also worked as a liaison with branch bank personnel to develop total banking relationships and to cross-sell bank products as well as mortgage products.
- 12/01/1995 - Post Closing Loan Processor  
09/09/2005 Bank of Oklahoma NA Tulsa, OK  
Originally employed as a Loan Operations Processor. Responsibilities included setting up new loans, maintaining loan records, posting payments, balancing general ledger /credit life accounts and clearing exceptions. Final position

employed as Post Closing Loan Processor. Duties included reviewing all government (FHA, VA and HUD 184) loans to make sure they met federal and investor guidelines. Responsibilities included reviewing files to insure they met appraisal, originating, underwriting, documentation and compliance guidelines. Approved in-house L1 FHA and VA insurer. Have working knowledge of all non-profit and government related down payment assistance and bond programs.

04/01/1989 - AVP, Loan Officer  
04/30/1994 American National Bank Bristow, OK

Employed as Assistant Vice President, Loan Officer. Responsibilities included interviewing and counseling loan customers, reviewing loan applications, financial information, collateral values, and making lending decisions on various loans. Loan types included personal, commercial, real estate, agriculture (including land, crop and livestock), and energy. Developed and maintained the bank's first indirect lending dealer portfolio.

Prior to becoming a loan officer, loan administration duties included processing all approved loans, obtaining required financial and collateral documentation, and closing loans. Also monitored monthly revenue checks on all oil and gas loans, and stock/crop sales on all agricultural loans. Performed in-house appraisals, loan reviews, and monthly and quarterly collateral checks to verify the presence of equipment and livestock. Also assisted in collection efforts for four banks/branches. This included monitoring bankruptcy proceedings, filing proof of claim forms on bankruptcy proceedings, ordering repossessions and foreclosures, and compiling necessary documentation for litigation, the maintenance and disposition of other assets and repossessed collateral was also a responsibility.

## Education

Other Oklahoma State University  
Oklahoma Bankers Association Installment Lending School OK

High School Diploma or Equivalent Charles Page High School  
OK

While I do not have a college degree, I have 26 college credit hours, and have taken numerous industry related classes. I am also not opposed to further education, if required by a position.

## Additional Information

- Skills: Microsoft Office including Word and Excel, Typing 70 w.p.m., 10key by touch, Sage Contractor 100 software, and HCSS software.

- References available upon request.