

SQUAW VALLEY MUTUAL WATER COMPANY
Board of Directors Meeting
April 4, 2017
Minutes

1. Call to order

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 3:19 PM on Tuesday April 4, 2017 at the Squaw Valley Public Services District Fire Department Meeting Room.

2. Roll call and establish quorum- Bob Barnett

Directors Present: Johnson, Stepner, Barnett, Guilford, and Burkhart

Directors Absent: None

A quorum was established

Also present were Daniel Collin, Brandon Burks and Mike Geary from SVPSD, Eric Poulsen, and recording secretary Judy Friedman.

3. Call for Public Comment

Burks reported that at the last SVPSD Board meeting, Patti Guilford was thanked for the framed poster from the recent World Cup races. It is hung over the box holding copper wiring in the meeting room.

4. Call for Agenda Additions

There were no changes to today's agenda.

5. Adopt the agenda

It was moved by Director Stepner and seconded by Director Guilford to adopt today's agenda as presented. Motion carried unanimously.

6. Approval of the Minutes from February 1, 2017

It was moved by Director Guilford and seconded by Director Stepner to approve the minutes of the February 1, 2017 Board meeting as presented. Motion carried unanimously.

7. Presidents Report-John Johnson

Johnson presented the President's Report, which was included in the Board packets. He thanked the Board for their efforts during the year-long transition period to institute the new rate structure. He also thanked SVPSD for their cooperation and service to the Mutual. SVMWC looks forward to continuing the relationship as negotiations for the new contract continue.

Johnson noted that construction projects will be delayed because of so much snow. The main project for this summer is the Christy Lane water main extension. The plans have been completed and Johnson hopes to have the project out for bid in the next month.

No electronic votes have been taken since the last Board meeting.

A brief discussion followed regarding options for a generator.

8. Operation & Maintenance Report-Brandon Burks

Burks presented the January and February Operations Reports. SVPSD has requested FEMA funds for storm related damage. The Mutual did not sustain as much damage, nor was there as much impact. The eligible time frame FEMA will cover is January 3 – 12, 2017.

Burks reported there were some well issues in early March that have been addressed. There will be more information on that in the March Operations Report. However, there was a bill for repairs and troubleshooting the system from Creekside Electric for about \$800. There will also be a bill from SVPSD.

In response to a question, Burks reported his explanation to a customer requesting 2 meters for one connection.

9. Office Managers report-Daniel Collin

Collin reported he is fielding many phone calls regarding the new billing, but only 1 complaint. Collin presented the Budget to Actual as of March 31, 2017 report and clarified specific line items. The Office Manager and SVPSD bills show as double payments because of the fiscal year break. Collin's report included a breakdown of Capital Expenses, per the Board's request.

Collections are behind about \$42,000. However most accounts are current. There are 5 accounts delinquent for more than one billing period.

10. Treasurer's report-David Stepner

Stepner presented the Treasurer's Report. He and Collin will follow up on the past-due accounts. Four or five customers paid via PayPal. Most of them did not pay the additional 3% service charge, but as the option becomes more popular, that will be enforced.

Stepner asked if the total expenditures in the next Fiscal Year draft budget take into account the costs on which the new rates were based. **ACTION: Collin will consider expense assumptions used to set rates as the next FY budget is developed.**

FIRE HYDRANTS

Guilford noted approximately \$8,000 has been spent on snow removal this year in part because the hydrants had to be dug out. Stepner said \$5,000 is in the next FY budget for snow removal. The additional costs for this year will show as a variance. Discussion followed regarding the appropriate amount to allocate for snow removal. Burks said the hydrants will require new snow poles. The current ones, made of PVC, bent and were not long enough. **ACTION: The cost of replacing snow poles around the fire hydrants will be included in the next FY budget.**

11. Back Flow Device Testing Program-John

Johnson is waiting for a cost from SVPSD for them to administer a Back Flow Device Testing Program. Burks said the cost and manpower to do inspections are being considered. There is some past information available on which properties have back flow devices, but Burks isn't sure how accurate it is. He explained the state requirements and options for owners to bring their system into compliance. Discussion followed regarding getting the correct information, bringing impacted customers into compliance, and getting the annual testing requirement met. **ACTION: Burks will send SVMWC the information he has, including a spreadsheet of properties with back flow devices done 11 years ago, and all correspondence. ACTION: Barnett will draft a letter advising owners of the requirement. He will also put something in the newsletter.** The Board agreed communication is the first step to compliance. A decision will be made about how to approach testing.

12. Christy Lane Water Main Project Summer 2017-Budget Review-David

Johnson reported the Shaw Engineering final numbers were substantially higher than the \$370,000 budgeted for this project. The options for moving forward include 1) completing the project as designed at a cost of approximately \$404,000; 2) eliminate the east Lanny Lane component, which brings the project in at budget; 3) eliminate the looping main between Christy Lane and Squaw Valley Road; or 4) eliminate the east Lanny work and Christy Lane/Squaw Valley Road pipe. Johnson distributed a spreadsheet and map illustrating each option. Discussion followed.

It was moved by Director Stepner and seconded by Director Guilford to put the project as designed out for bid. If the bid comes back higher than what has been budgeted, the Board will review options at that time. Motion carried unanimously.

13. Proposed Budget 2017/2018 - Daniel

The Board discussed the proposed budget and assumptions. **ACTION: Collin will increase the snow removal expense line item to accommodate new snow poles, review how the proposed budget aligns with information used to establish rates, add a line item for Back Flow Device testing, and increase System Repairs and Maintenance by \$2500 to address storm related issues.**

Burks will provide a “not to exceed” amount to address flushing all SVMWC fire hydrants. This will be the first time SVPSD has done this on Mutual hydrants, so there could be some unknowns. He suggested flushing all the fire hydrants first, which will take about 2 weeks, and schedule valve turning for another time.

14. Newsletter Draft Review-Bob

Barnett presented the draft newsletter included in the meeting packets. He asked that comments be emailed to him. Barnett and Johnson will do the final version and get it distributed via email or regular mail as necessary to all members.

15. PSD Operation & Maintenance Contract Review & Approval

Burks reported SVPSD is in labor negotiations. Any changes in rates could impact SVMWC.

Stepner attended a recent SVPSD Board meeting when a 100-year projection of Capital Reserve projects and funds was discussed. SVMWC has a 20-year projection, but that would not provide enough assets for overall system replacement and other major projects that would need to be done in 40 or 50 years. Stepner asked Dave Hunt from SVPSD to provide a cost to do an Asset Analysis for infrastructure life and replacement costs. Discussion followed. Johnson suggested he and Burkhardt form a Subcommittee to color code the plans SVMWC has for life expectancy and give that information to Hunt as a starting point.

16. Future Meetings: May 8, 2017 @ 4 PM and June 5, 2017 @ 4 PM

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 5:20 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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