

SQUAW VALLEY MUTUAL WATER COMPANY
Board of Directors Meeting
December 7, 2013
Minutes

1. Call to Order

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 9:08 AM on Saturday December 7, 2013 at the Squaw Valley Public Service District (SVPSD) Community Room.

2. Roll Call and Establish a Quorum

Directors present: Johnson, Burkhart, Guilford, and Day

Directors absent: Coyle, Rosa, and Mattheis

A quorum was established.

Also present were Anne-Marie Giese and Mike Geary of SVPSD

3. Call to Audience for Anything not on the Agenda

Director Day reported she has heard two complaints about water quality.

4. Adopt the Agenda

Director Guilford asked for a discussion about requiring lateral installations by October 2014 instead of 2015.

It was moved by Director Guilford and seconded by Director Day to approve the agenda as amended. Motion carried unanimously.

5. Minutes from the 11/9/13 Meeting

It was moved by Director Guilford and seconded by Director Burkhart to approve the November 9, 2013 minutes as presented. Motion carried unanimously.

6. President's Report & Construction Progress Report – John Johnson

Director Johnson updated the group on the construction project, saying the electricians have completed their work and both wells are connected and ready for service. Proposals for SCADA are still being reviewed. Director Mattheis is working on the Operations Manual and hopes to have a draft ready for review at the February 1, 2014 meeting. Director Johnson reported on the challenges RTC is having getting their work completed, saying final payments are being held until they are done.

There was a brief discussion about meter boxes being properly snow staked to prevent damage from snow plows. **ACTION: John Collins will be asked to make sure all meter boxes have been properly snow staked.**

Director Guilford voiced concern about an area near Squaw Valley North condominiums where pipes have insulation covers over them but could get hit by plows. Mike Geary believes those are air release valves. Director Johnson has asked John Collins about this issue. Collins said the pipes in question do not belong to SVMWC.

7. Treasurer's Report - John Coyle

Anne-Marie Giese presented the Treasurer's Report, which was included in the Board packets. USDA loan draw 24 was done in mid-November and there is \$282,000 remaining. All accounts are up-to-date, however there is still 1 outstanding lot, which does not have service. Brief discussion followed clarifying the financial reports.

Director Day asked how many contractors have been working on lateral projects for owners. Giese said the invoices she has seen are from about 5 different contractors. Director Day suggested contacting those contractors to see if they have done other homes to gauge how many homes have been completed, even though the owners may not have applied for reimbursement. Director Burkhart added that the work should be inspected to insure the hookups were done correctly and the line has been disconnected at the back line. Discussion followed. It was pointed out that the plumber, and not the contractor, probably did the work to disconnect the line. **ACTION: Director Johnson will write an article for the newsletter and website asking owners to let SVMWC know if they have completed the work as a means of scheduling an inspection to insure the line was abandoned correctly. A notification will also be included in the bills.** Discussion continued regarding the importance of inspections and having a map with current information. It was noted the inspections need to be done manually and cannot be done until spring. **ACTION: At the next meeting a discussion of inspecting lateral connections will be included on the agenda.**

8. Operation Manager's Report - John Collins

a. Hydrant Snow Removal Contract

Anne-Marie Giese presented Collins' report. There was a positive report in November from the upper horizontal well, but that tends to happen in the fall, possibly due to more moisture in the ground. Discussion followed as the report was clarified.

9. Office Manager's Report - Anne-Marie Giese

Anne-Marie Giese presented her written report.

A snow removal proposal from David Torney of Vannerman Operations was included in the Board packets. He has done a good job for the Mutual for the past several years and other bids were not solicited.

It was moved by Director Guilford and seconded by Director Burkhart to approve the snow removal contract as presented from Vannerman Operations. Motion carried unanimously.

10. SCADA System Upgrade - Hans Burkhart

Director Burkhart reviewed the three proposals he received to upgrade the SCADA system. A letter from John Coyle was reviewed regarding XiO, which is an on-line based SCADA system. Discussion followed regarding XiO, including the overall costs and installation requirements. Mike Geary is aware of that option and suggested more investigation be done to make sure it works well in this environment. Discussion continued regarding the options to upgrade the SCADA system and how to continue investigation of what would be best for SVMWC. It was suggested that Shaw Engineering review the technical details to make sure the Board is comparing "apples to apples" with each proposal.

It was moved by Director Guilford and seconded by Director Burkhart to get a proposal from Shaw Engineering for them do a feasibility study on the three bids received. Motion carried unanimously.

11. Operation & Maintenance Manual Progress Report - Tim Mattheis

There was no additional report.

12. New Attorney Update

Director Johnson reported a contract has been signed for Jesse Barton to represent SVMWC. Barton is already following up on the easement situation on Apache Court. Discussion followed regarding how SVPSD is dealing with a similar situation.

Directors Johnson and Mattheis met with a water rights attorney who is developing an opinion to clarify the agreements between SVMWC and the Poulson's.

13. Lateral Credit Discussion

Director Johnson reported on his conversations with Steve Brigman, John Collins, and Anne-Marie Giese to get a clear history of the meter box replacement project, including how owners were notified and given opportunities to comment. He is comfortable everything was done appropriately and would like to put any further discussion on the process to rest. Discussion followed regarding the work done by Campbell and RTC and associated costs.

14. Intertie Discussion

This discussion was tabled.

15. Aquifer Report

This item was tabled.

AGENDA ADDITION – Lateral Installation Deadline

Director Guilford suggested the deadline for owners to install laterals be moved from October 2015 to October 2014. She feels it would increase safety and reduce risk if this were done sooner rather than later. Director Day agreed. Director Burkhart asked what owners were told. Anne-Marie reported that in many discussions and the newsletter the 2015 date was announced and agreed to. She said 100 meters have been installed, leaving about 166 to go. Discussion followed regarding pros and cons of moving the date up. It was agreed to include an article in the newsletter and on-line encouraging owners to get the lateral moves done as soon as possible.

A question was asked about who is doing the newsletter. **ACTION: Director Johnson will talk to the Board secretary, Director Rosa, about getting the winter newsletter done. He will write an article about lateral replacements.**

16. Open unresolved items going forward

- 1) John Collins will be asked to make sure all meter boxes have been properly snow staked.
- 2) Director Johnson will write an article for the newsletter and website asking owners to let SVMWC know if they have completed the work as a mean of scheduling an inspection to insure the line was abandoned correctly. A notification will also be included in the bills.
- 3) At the next meeting a discussion of inspecting lateral connections will be included on the agenda.
- 4) Director Johnson will talk to the Board secretary, Director Rosa, about getting the winter newsletter done. He will include an article about lateral replacements.

17. Set/Proposed Future Board meeting dates

February 1, 2014 at 3:00 PM

March 29, 2014 at 3:00 PM

18. Adjournment

There being no further business to come before the board, the meeting adjourned at 10:44 AM.

Respectfully submitted,

Judy Friedman

Recording Secretary

THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS