

**SQUAW VALLEY MUTUAL WATER COMPANY**  
**Board of Directors Meeting**  
**February 1, 2014**  
**Approved Minutes**

**1. Call to Order**

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 3:08 PM on Saturday, February 1, 2014 at the Squaw Valley Public Services District (SVPSD) Community Room.

**2. Roll Call and Establish a Quorum**

Directors Present: Johnson, Burkhart, Coyle, Day, Guilford, Mattheis, and Rosa.

Directors Absent: none

A quorum was established.

Also present were Carl Gustafson, Judy Stepner, Jake Hudson, Mike Geary, and Brandon Burks.

**3. Call to Audience for Anything not on the Agenda**

There were no additions to today's agenda.

**4. Adopt the Agenda**

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

**5. Minutes from the 12/7/13 Meeting**

**It was moved by Director Guilford and seconded by Director Burkhart to approve the December 7, 2013 minutes as presented. Motion carried with abstentions from Directors Rosa, Mattheis, and Coyle who were not at the meeting.**

**6. President's Report & Construction Progress Report -John Johnson**

Director Johnson reported the snow pack is 20% below normal and Mutual will likely have to consider drought action. The aquifer is lower that it has ever been but has been recharging with the recent rain. Brandon Burks, SVPSD Operations Specialist, reported a total increase of six feet from January, which had the lowest levels since monitoring began around 1991.

**7. Treasurer's Report-John Coyle**

Director Coyle presented his report which was included in the Board packets. President Johnson is handling construction payments. \$60,150.19 payable to RTC has been held due to dispute over some bills that will be resolved in the next couple weeks. Approximately \$2000 will be billed by Sierra Controls. After both payments are made the construction loan account will have a balance of approximately \$110,000.

**8. Operation's Manager Report-John Collins**

Report was included in the meeting packet.

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

President Johnson presented Anne-Marie's written report. A draw was made in early January and loan draw #26 will be submitted next week. The second half of the annual assessment was billed on January 29. President Johnson sent a letter out regarding the drought and included details on new service hookup and abandonment of old services, urging people to connect soon. About 193 meters are now active. Thirty members have applied for and received lateral credits. A number of meters indicate leaks and Anne-Marie Giese asked if warning letters should be sent followed by action if leaks are not resolved within a specific time period. Director Guilford asked if those people know they have a problem. **Action: Director Johnson will have John Collins check to**

**confirm leaks are on the house side before owners are contacted.**

Director Day voiced concern that houses besides hers might have posts set too far away from the meters and suggested extending the height of posts by adding plastic tubes. **Action: Director Johnson will check with John Collins to ensure accuracy of post locations and check into extending height of posts.** A leak discovered a few days ago was likely due to freezing as no defect was found. There should be gravel and insulation on top. **Action: Director Johnson will check to ensure insulation was completed.** Director Johnson had Anne-Marie Giese print out John Collin's meter readings to date. **Action: Director Johnson will ask Anne-Marie Giese to send a PDF copy of meter readings to the directors.**

#### **10. SCADA System Upgrade Proposal-Hans Burkhart**

Eric Sandel's proposal to evaluate the three SCADA upgrade proposals was included in the meeting packet. Director Burkhart gave a brief history of the process to date. Discussion followed regarding the proposed scope of work.

**It was moved by Director Burkhart and seconded by Director Coyle to retain S. A. Engineering for scope and cost outline. Motion carried unanimously.**

#### **11. Operation & Maintenance Manual Draft-Tim Mattheis**

Director Mattheis met with Director Johnson and John Collins to discuss the system, operations, and the manual. Director Mattheis completed a tabulation and write up on the system, how it operates, and tasks that need to be completed at different time intervals. He will clarify procedures within those tasks with John Collins. The manual is about 75 % complete. Director Mattheis said a position description with expected criteria needs to be written before recruiting another operator. Everyone agreed Director Mattheis has done a great job.

**Action: When Director Mattheis completes the task details, Director Johnson will forward the document to the Board, allowing time for comments before the March meeting.**

#### **12. Drought Preparation & Conservation Discussion**

Director Johnson asked Mike Geary if SVPSD is taking action for drought and conservation measures. Geary reported the District is still in stage one of three stages. A new water management plan has been set up with advisory and implementation committees for SVPSD, SVMWC, and the ski resort to work together to manage groundwater. Awareness is needed on who is pumping how much water in order to have a game plan ready. If stage 2 is proposed, a 20% reduction in consumption will be recommended and a water conservation message would be sent to the community, noting additional restrictions if needed. An enforcement mechanism to dictate water use in the valley would be implemented in a stage 3 worst case scenario. All stakeholders will be invited to an upcoming meeting with state and county agencies. Discussion followed regarding SVMWC's participation in the Advisory Committee being formed to consider this issue. Due to current drought conditions, it would be prudent to send out water conservation measures and Governor Brown's drought proclamation in the next newsletter. This item will be revisited at the March Board meeting. **Action: Director Rosa will serve on the Advisory Committee.**

Geary is applying for state funding for water projects. He is also looking into secondary sources to bring additional water into the valley. Martis Creek, a good quality and reliable supply, is a potential source and explained how that might work. State law requires water agencies to yield water for other agencies if they have the capacity to do so. **Action: A discussion to consider a more rigorous drought/conservation policy will be on the March agenda.**

Brandon Burks briefed directors on the SVPSD procedures when leaks are found in customer lines. The SVPSD Code includes measures to curtail heavy water users. **Action: Mike Geary will send Anne-Marie Giese samples of two types of letters sent to customers. Anne-Marie Giese and John Collins will check for leaks and Anne-Marie will send out letters to customers where leaks are detected.**

### **13. Intertie Discussion**

Geary reported \$10,000 is still available to spend on intertie design, plans, or construction by December 2014. Additional funds will be applied for in March. Intertie construction ready drawings will cost \$19,000. The backup would be tied with SVPSD for mutual aid with SVMWC, including tank maintenance, providing water for a certain period of time, and emergencies in case of a catastrophe. An additional scope of work to hydraulically model the two systems so they could operate as one would ensure everyone in both systems would have appropriate range of tap pressure. Geary stated when SVMWC commits to the scope of work, the share of cost can be negotiated and the \$10,000 grant funds should be spent on a project both parties agree on.

**It was moved by Director Mattheis and seconded by Director Coyle to go forward with the design for the intertie, negotiate with SVPSD, and bring back to the Board for final approval. The motion was carried 6:1.**

### **14. Operation Manager Discussion**

Director Mattheis reported on the need to develop a job description before the next meeting. The operator should be an independent licensed contractor with all resources needed for daily monitoring and testing and to respond to emergency conditions. Insurance requirements need to be met so the Mutual doesn't take on a heavy liability load. Directors discussed options for the position, including revisiting the SVPSD proposal and checking with people John Collins uses. A question was asked about the SVPSD proposal and if it could be discounted. Geary explained that much time was spent creating the proposal and it will need to be updated. The proposal was a best attempt to identify fixed costs as well as unknown expenses. Director Johnson asked if there may be foreseen issues with the SVPSD Board accepting the proposal. Geary responded that SVPSD would need assurance they are not subsidizing Mutual customers and need a firm commitment from Mutual to move forward. Discussion continued regarding the need for due diligence and appropriate comparisons. Director Mattheis would like a parallel track to include a SVPSD discussion to evaluate with other options. The job description will provide equivalency of scope. **Action: By the March 8 meeting Director Burkhart will complete an Operations Manager job description and Director Mattheis will have the Operations Manual as complete as possible. Applications for the position will be accepted during March and candidate discussion will take place at the April 12 meeting.**

The position needs to be filled by the time John Collins leaves at the end of June. Geary suggested sending a letter to members noting potential candidates, including SVPSD, to allow members time to consider issues. Director Mattheis, concerned about timing, asked for suggestions on how to approach the SVPSD Board for discussion. Geary replied the strategy from the beginning conversation two years ago was to work on the proposal but only bring it to the SVPSD Board once Mutual makes a commitment. Geary will inform the SVPSD Board the discussion has been reignited.

### **15. Decision to Accept Water Improvement Project**

**It was moved by Director Guilford and seconded by Director Burkhart to accept the water improvement project.**

It was clarified this includes phase 1 and 2 completed by RTC. Director Johnson confirmed the only outstanding bill not tied to uncompleted work is with Sierra Controls at about \$2000. All work was completed other than SCADA. Per Director Rosa's request, the motion was amended.

**It was moved by Director Guilford and seconded by Director Burkhart to accept completion of the water improvement construction project by RTC, Campbell Construction and Shaw Engineering. The motion was carried unanimously.**

### **16. Newsletter Report**

**Action: Director Johnson will send articles to Director Rosa for the newsletter, which will be sent out before the March meeting. It will include notice to members that the Board accepted completion of construction. Meter installation details will be also be included,**

Director Burkhart expressed concern about pressure and standing water in abandoned lines. Director Rosa

suggested sending certified letters to customers requesting confirmation that the lateral installation was done properly. Director Johnson stated the Board's responsibility is to notify customers of installation details. Installation details were sent to every homeowner and it is their responsibility to supply those details to their contractors. Visual inspections should be done before signing off on abandonment at the main line. October 15, 2015 is the lateral connection deadline.

**Action: Director Johnson will speak with Anne-Marie Giese about sending out water bills with the usual conservation tips and a reminder for customers to let Anne-Marie Giese know when laterals are installed.**

### **17. Open unresolved items going forward**

- 1) Director Johnson will have John Collins check to confirm leaks are on the house side before owners are contacted.
- 2) Director Johnson will check with John Collins to ensure accuracy of post locations and check into extending height of posts.
- 3) Director Johnson will check to ensure insulation was completed.
- 4) Director Johnson will ask Anne-Marie Giese to send a PDF copy of meter readings to the directors.
- 5) When Director Mattheis completes the task details, Director Johnson will forward the document to the Board, allowing time for comments before the March meeting.
- 6) Director Rosa will serve on the Advisory Committee.
- 7) A discussion to consider a more rigorous drought/conservation policy will be on the March agenda.
- 8) Mike Geary will send Anne-Marie Giese samples of two types of letters sent to customers.
- 9) Anne-Marie Giese and John Collins will check for leaks and Anne-Marie will send out letters to customers where leaks are detected.
- 10) By the March 8 meeting Director Burkhart will complete an operations manager job description and Director Mattheis will have the Operations Manual as complete as possible. Applications for the position will be accepted during March and candidate discussion will take place at the April 12 meeting.
- 11) Director Johnson will send articles to Director Rosa for the newsletter that will be sent out before the March meeting. It will include notice to members that the Board accepted completion of construction. Meter installation details will be also be included,
- 12) Director Johnson will speak with Anne-Marie Giese about sending out water bills with the usual conservation tips and a reminder for customers to let Anne-Marie Giese know when laterals are installed.

### **18. Set/Proposed Future Board meeting dates:**

March 8th, 2014 @ 3:00 PM

April 12th, 2014 @ 3:00 PM

### **19. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:51 PM.

Respectfully submitted,

Connie Adams

Recording Secretary

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