

**SQUAW VALLEY MUTUAL WATER COMPANY**  
**Board of Directors Meeting**  
**March 8, 2014**  
**Minutes**

**1. Call to order**

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 3:05 PM on Saturday, March 8, 2014 at the Squaw Valley Public Services District (SVPSD) Community Room.

**2. Roll call and establish quorum- Julee Rosa**

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

Directors Absent: Day

A quorum was established.

Staff present: John Collins and Anne-Marie Giese

Also present were Squaw Valley Public Service District (SVPSD) General Manager Mike Geary, Eric Poulsen, and Les and Bev Wilson.

**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 Coyle to approve today's agenda as presented. Motion carried unanimously.**

**5. Minutes from the 2-1-14 meeting**

**It was moved by Director Mattheis and seconded by Director Coyle to approve the February 1, 2014 minutes as presented. Motion carried with abstention from Director Rosa.**

Director Guilford asked for a better method to send meeting packets. **ACTION: Anne-Marie Giese will prepare and mail packets a week before meetings.**

**6. President's Report - John Johnson**

Director Johnson presented his written report, which was provided at the meeting. He highlighted the many items the Board is working on, all of which impact water management, the main focus this year.

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

Director Coyle presented his report, included in the meeting packet, and noted two draws were made in the last month. Anne-Marie Giese confirmed all contracts on the Water Improvement Project have been paid and the one outstanding payable is due to John Collins for approximately \$1000.

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

John Collin's report was included in the meeting packet. Water production is slightly higher than last year. May be due to drier winter, leak at Lanny Lane ARV and leak issues at well 2 which he is still addressing. Since writing his report the following steps have been taken: Contacted MacKay Pump, they came out and replaced the foot valve and o-rings on the pit less adapter. The pit less adapter well head was very loose and appeared to be the source of the leak. The pit less adapter was tightened and the well flushed and placed back on line. Pressure initially held, but after 2 ½ hours pressure had dropped from 155 psi to 55 psi. The following morning the pressure was down to 15 psi. He repeated the isolation procedures and there is still a slow leak between the isolation valve and the foot valve in the well. He contacted MacKay Pump and informed them that there was

still a leak between the isolation valve and the foot valve at the bottom of the well. Director Johnson will meet with Steve Brigman and place RTC on notice regarding the situation.

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

Giese presented her report which was included in the meeting packet. She is coordinating with John Collins to do monthly meter readings. Giese noted that in order for owners to receive credit for lateral installations, the lines must be connected, the meter installed, and paperwork sent in. Giese clarified Board policy that whichever is lower, the owner's cost or the Campbell estimate, will be used for the 35% credit.

#### **10. Newsletter Update-Julee Rosa**

The newsletter was mailed midweek and emailed to less than half of the members. Email can be the most effective communication for critical and timely issues, but Giese does not have phone numbers or email addresses for all members. She has asked for email addresses at meetings and in direct mailers. **ACTION: Anne-Marie Giese will create an email master list.** Directors discussed whether to mandate that members submit email addresses. **ACTION: Add item for Board decision on member contact methods to the next Board meeting agenda.**

Director Mattheis pointed out potential confusion in the newsletter asking for lateral connections to be done by October 2014, when the deadline is actually October 2015. **ACTION: Clarify to owners that October 2014 is the encouraged lateral connection deadline and remind them that if their line breaks they must connect to the new street service immediately.**

#### **11. SCADA Upgrade Discussion**

Directors discussed the scope and cost report from Eric Sandel of S.A. Engineering, which was included in the meeting packet. Director Johnson noted the updated bottom line figures of the three SCADA proposals received. Sandel used the proposals SVMWC gave him and called each of the three companies to create a comparable evaluation of the cost for each system. Under Installation Costs budget was added for an Electrical Contractor, as well as, Engineering oversight by both Shaw and SA Engineering. These costs were added to all three proposals. One concern voiced by Collins and others is that these are not complete proposals and the Mutual will need to define the specific system components they want to install before making a final decision. Director Burkhart explained that XiO, a newer company set up to work with small water companies, has installed many companies into their "cloud" system in a short time. They guarantee replacement if anything goes wrong, even after the warranty expires. Companies contacted by Sandel and Coyle raved about XiO. Concerns with XiO were raised regarding the inability to change settings or get alarm notifications if the internet goes down and clarity regarding the radio system to be used. Director Burkhart suggested the SCADA system needs to be decided now in order to solicit operator and maintenance proposals.

**It was moved by Director Guilford and seconded by Director Coyle to accept the XiO program estimate of \$122,000 on a ten-year basis.**

**AYES: 3**

**NOES: 3**

**Motion failed.**

The Board asked for additional information on the XiO proposal. Potential operators can be given RFPs based on the current system with notice that it may change. Installation issues also need to be clear. **ACTION: Director Johnson will invite Eric Sandel and XiO reps to the next Board meeting.**

#### **12. Operations Manager Update/Discussion – Hans Burkhart**

Directors discussed the need for a focused Request for Proposal for the Operator Position to be completed immediately. As discussion continued, John Collins and Mike Geary clarified some of the minimum qualifications needed, including types and levels of insurance, licensing, and experience. The RFP should include in detail the job description based on the O&M Manual, minimum qualifications, licensing, experience,

insurance, backup personnel, meeting and reporting expectations, customer service, etc. **ACTION: Director Mattheis will draft a Request for Proposal (RFP) for the operator position and send it to President Johnson, who will forward to the Board this week.**

**ACTION: Anne-Marie Giese will call Cal Rural Water for job posting timelines and how much job description is needed.**

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

Director Mattheis met with John Collins who helped fill in specific information. The draft is near completion.

**ACTION: Director Johnson will check conflicting items in the O&M Manual draft, including the APNs, listed in the Poulsen settlement agreements against what is on file with the County.**

### **14. Leak Notification Policy**

Giese asked for Board direction regarding notification procedures, timelines, and defined consequences for unresolved leaks.

**ACTIONS: Director Johnson will work with Anne-Marie Giese on leak notification policy. Giese will send out a notification to everyone who currently has a water leak.**

### **15. Squaw Valley Village NOP Amendment Response**

Directors Johnson and Mattheis discussed the amended Notice of Preparation (NOP) for the proposed Village.

The letter the Board sent last year can be reissued with minimal revision. **ACTION: Director Mattheis will make revisions to the NOP Response and send it to Giese for distribution to the Board.**

### **16. Drought Discussion**

Mike Geary confirmed aquifer levels rose with recent snow and rain, but there is concern about the below average levels of precipitation and lack of snow pack. A drought advisory has not been advanced yet. The Ground Water Advisory group will schedule a meeting in the near future to consider drought issues. Last month the Board decided to wait and observe before sending SVMWC members an advisory.

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

- 1) Anne-Marie Giese will prepare and mail packets a week before meetings.
- 2) Anne-Marie Giese will create an email master list.
- 3) Add item for Board decision on member contact methods to the next Board meeting agenda.
- 4) Clarify to owners that October 2014 is the encouraged lateral connection deadline and remind them that if their line breaks they must connect to the new street service immediately.
- 5) Director Johnson will invite Eric Sandel and XiO reps to the next Board meeting.
- 6) Director Mattheis will draft a Request for Proposal (RFP) for the operator position and send it to President Johnson, who will forward to the Board this week.
- 7) Anne-Marie Giese will call Cal Rural Water for job posting timelines and how much job description is needed.
- 8) Director Johnson will check conflicting items in the O&M Manual draft, including the APNs, listed in the Poulsen settlement agreements against what is on file with the County.
- 9) Director Johnson will work with Anne-Marie Giese on leak notification policy. Giese will send out a notification to everyone who currently has a water leak.
- 10) Director Mattheis will make revisions to the NOP Response and send it to Giese for distribution to the Board.

Director Johnson asked Board members to let him know ahead if they cannot attend a meeting so he will know if there will be a quorum.

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

April 12, 2014 @ 3:00 PM

May 3, 2014 @ 3:00 PM – include budget on the agenda

**19. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:15 pm.

Respectfully submitted:

Connie Adams

Recording Secretary

The Paper Trail Secretarial & Business Solutions