

**SQUAW VALLEY MUTUAL WATER COMPANY**  
**Board of Directors Meeting**  
**November 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 3:00 PM on Saturday November 8, 2014 at the Squaw Valley Public Services District (SVPSD) Community Room.

**2. Roll call and establish quorum- Tim Mattheis**

Directors Present: Johnson, Mattheis, Guilford, Burkhart, and Rosa. Director Coyle attended via teleconference.  
Directors Absent: Day  
A quorum was established.

Also present were Daniel Collin, Brandon Burks (SVPSD), Eric Poulsen, Dave Brew, and Carl Gustafson

**3. Call for Agenda Changes**

Director Johnson asked that "Review and Adopt the Audit" be added as item 4a.

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

**4. Approve minutes of August 30, 2014 Regular Board, Annual Board and New Board meetings**

**It was moved by Director Mattheis and seconded by Director Guilford to approve the minutes of the August 30, 2014 meetings. Motion carried unanimously.**

**4a. Review and Adopt the Audit**

Daniel Collin said he has reviewed the audit prepared by McClintock Accountancy. A brief discussion followed.

**ACTION: On next agenda, there will be an item to address when contracts should be renewed.**

**It was moved by Director Guilford and seconded by Director Burkhart to acknowledge and accept the audit as presented. Motion carried unanimously.**

**5. President's Report – John Johnson**

Director Johnson presented his written report. He noted that while working with SVPSD on the recent transition, it became clear that there was not a good accounting of where meters had been installed. The SVPSD crew has done a complete inventory and mapping of the meters. Currently, 86% of the system is on meters. The effort now is to get the rest of the customers connected. The SVPSD crew is also checking for insulation and snow stakes.

Director Johnson reported the XiO SCADA system is about 50% operational. The old system hasn't been entirely switched over, but should be next week. He has walked through the new system with SVPSD, USDA, Shaw Engineering, and Reno Tahoe Construction and pretty much everything on the punch list has been settled. USDA wants this project to be closed out by next month. **ACTION: At the next Board meeting, Director Johnson will give a demonstration of how the new SCADA system works.**

Director Johnson noted Dave Brew had some issues with his riprap during construction. Although RTC claims they never touched it, Director Burkhart is getting the repairs done.

**6. Operation & Maintenance Report – Brandon Burks**

Brandon Burks presented the Water Operations Report for August, September, and October. The survey of the meters turned out better results than anticipated. The calls SVPSD is receiving from SVMWC customers have been minimal, mostly questions about when the old lines will no longer be in use. Burks report in the Board packets included service calls responded to by SVPSD. Discussion followed regarding water use and production, how water use is monitored, and how customers are notified of unusually high usage.

Director Rosa read a letter asking how low the well was at the lowest point this year. Burks said around 6180'. The top of the range is 6190' so even with the drought the levels were okay. Director Rosa asked if the EIR process for the proposed Village at Squaw Valley is being monitored. Director Mattheis said the final will address more issues, but SVMWC concerns are being addressed.

#### **7. Office Manager's Report – Daniel Collin**

Collin presented his written report, saying he has sent out leak and excessive usage notices. The Customer Meter List was reviewed. Past due notices have gone out. Disconnect notices will be sent at the end of the month. A brief discussion followed regarding the budget. **ACTION: Collin will do the total budget and year-to-date report and send to the Board next week**

#### **8. Treasurer's Report – John Coyle**

Director Coyle presented the financial reports, including balances in each account. There is \$60,515 available from the USDA loan. The November 3<sup>rd</sup> draw was made. Director Johnson noted about \$10,000 of the \$60,515 has been spent, but not yet paid out. Discussion followed as the reports were clarified.

Director Guilford asked about past due accounts. Collin said he mailed out 39 notices.

#### **9. SCADA Report – John Johnson**

This item was reviewed in the President's Report.

#### **10. Bylaw Changes Report**

Director Rosa reported she and Director Guilford have reviewed all the governing documents going back to 1961. She recommends everyone be familiar with the documents. There were a lot of clarifications needed, including changing the Annual Meeting date, Special Meeting posting requirements, and the election process. **ACTION: Judy will work with Directors Rosa and Guilford to clarify the election process and consider the use of proxies.**

Discussion continued. Section 8 addresses "admission fees" and "transfer fees." Director Rosa suggested a policy be considered to deal with the dissolution of the corporation. **ACTION: A legal opinion will be sought regarding Section 8 and "admission" and "transfer" fees. ACTION: Collin will investigate the collection of transfer fees.** Revisions to the Bylaws continued to be considered. **ACTION: Director Rosa will send her notes on Bylaw revisions to the Board for review and discussion at the next meeting.**

#### **11. House Service and Main Connection Inspection Policy**

Director Johnson said SVMWC does not have a written policy regarding inspections. The SVPSD's policy has been implemented, but a formal policy needs to be adopted. Burks explained that when a new service line is put in, it should be inspected to make sure the installation was done correctly. He offered to get the Board policies used by other Districts. Discussion followed regarding fees for checking connections and how to deal with those customers that have already done the re-connection required. Given there are around 40 properties still to connect the new line, the Board considered how inspections should be paid for, given those who have already completed the connection were not inspected or charged. Director Guilford noted that she has been suggesting all new connections be inspected since the program was first begun.

**It was moved by Director Mattheis and seconded by Director Coyle to adopt an inspection policy for the remaining lateral connections and services to be installed. SVPSD will inspect for proper installation and the cost shall be paid by SVMWC. Motion carried with Director Rosa voting no.**

#### **12. News Letter Discussion**

Director Mattheis said he is willing to compile the content for a newsletter and work with Judy to get it formatted, but other must provide the information. A brief discussion followed. **ACTION: Directors Johnson and Mattheis will work on the newsletter.**

#### **13. Water Usage Discussion**

Director Johnson said historical data is being compiled on water usage. The next issue will be setting rates and how

to deal with excessive use. Discussion followed regarding ways to consider appropriate rate. Director Rosa offered to provide some information from Glenshire and John Collins was also going to provide some input on rate structures. **ACTION: A discussion on how to set rates to cover budgetary needs will be on the next agenda. Also, a Water Usage policy will be considered.**

#### **14. Reno Tahoe Construction Invoice Discussion**

Director Johnson reported this invoice if for a leak on the Foote property. When the leak was discovered, RTC and Shaw Engineering were notified because it may have been a warranty issue. RTC went on site, unannounced, and started digging. The source of the leak was a gate valve on the old line. RTC claimed it was not addressed during the abandonment because they were not allowed to by John Collins. The abandonment sill has not been done but the leak has been repaired. RTC has offered to split the \$4,777.74 invoice. Burks explained abandonment issues.

**ACTION: At the next meeting, the Board will consider options to abandon lines.**

**It was moved by Director Mattheis and seconded by Director Guilford to split the \$4,777.74 invoice with Reno Tahoe Construction, at a cost to SVMWC not to exceed \$2,388.00. Motion carried unanimously.**

#### **15. 1773 Christy Lane Payment Plan Discussion**

This item and one other regarding a bill were considered in Executive Session, which was convened at 4:55 PM. Open Session was reconvened at 5:13 and the following action reported:

**It was moved by Director Mattheis and seconded by Director Guilford to extend a payment plan for November and December for a total of \$580.90 plus 10% administration fees. Motion carried unanimously.**

#### **Future Board Meeting Dates**

The Board agreed to the following meeting dates: January 3, 2015 at 3:00 PM and March 7, 2015 at 3:00 PM

#### **ACTION ITEMS**

- 1) On next agenda, there will be an item to address when contracts should be renewed.
- 2) At the next Board meeting, Director Johnson will give a demonstration of how the new SCADA system works.
- 3) Collin will do the total budget and year-to-date report and send to the Board next week
- 4) Judy will work with Directors Rosa and Guilford to clarify the election process and consider the use of proxies.
- 5) A legal opinion will be sought regarding Section 8 and “admission” and “transfer” fees
- 6) Collin will investigate the collection of transfer fees.
- 7) Director Rosa will send her notes on Bylaw revisions to the Board for review and discussion at the next meeting.
- 8) Directors Johnson and Mattheis will work on the newsletter.
- 9) A discussion on how to set rates to cover budgetary needs will be on the next agenda. Also, a Water Usage policy will be considered.
- 10) At the next meeting, the Board will consider options to abandon lines.

#### **12. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:45 PM.

Respectfully submitted:

Judy Friedman

Recording Secretary

The Paper Trail Secretarial & Business Solutions