

SQUAW VALLEY MUTUAL WATER COMPANY
Board of Directors Meeting
January 3, 2015
Minutes

1. Call to order

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 1:06 PM on Saturday January 3, 2015 at the Squaw Valley Public Services District (SVPSD) Community Room.

2. Roll call and establish quorum- Tim Mattheis

Directors Present: Johnson, Guilford, Coyle, Burkhart, Day, and Rosa. Director Mattheis attended via teleconference.

Directors Absent: None

A quorum was established.

Also present were Daniel Collin, Brandon Burks and Mike Geary (SVPSD), Eric Poulsen, and Carl Gustafson.

3. Call for Agenda Changes

There were no changes to today's agenda.

4. Adopt the agenda

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

5. Approval of the Minutes from the Nov. 8, 2014 Board meeting.

It was moved by Director Guilford and seconded by Director Coyle to approve the November meeting minutes as presented. Motion carried unanimously.

6. Presidents Report-John Johnson

Director Johnson presented his written report discussing items currently being addressed by the Board. There are a few programming items still to be completed with the new SCADA system. The next step with XiO is to see how some money can be saved on labor. No electronic votes have been taken since the last Board meeting.

7. Operation & Maintenance Report-Brandon Burks

Brandon Burks demonstrated the information the SCADA system provides on-line. System operators can see in real time the water production, chemical levels, etc. In addition, historical data can easily be reviewed. Burks answered questions clarifying the system and sampling.

The production and consumption reports for November and December were reviewed. There was a "positive" result for chloroform in mid-December, but that was addressed quickly. A brief discussion followed regarding the use of chlorine in the system. It is checked daily and there is much less than was previously used.

Discussion continued as Burks' report was reviewed. Director Guilford suggested an article be included in the newsletter telling people not to remove their snow stakes.

8. Office Managers report-Daniel Collin

Daniel Collin presented his written report, which was included in the Board packet. He has been in contact with the owner who had leaks because of irrigation. Collin will address the transponder issues after he receives next month's report. To date 239 owners are connected to the new system. The semi-annual billing will go out next month. At the last meeting Collin was asked to investigate transfer fees. He has determined a transfer fee has never been charged by SVMWC. Collin answered questions clarifying his report.

Collin reported the auto-payment for the USDA loan was made in November. After that, approximately \$40,000 remains, which is being “de-obligated” by USDA. Director Johnson reported System Repairs are approximately \$7,000 over budget. Also, the insurance claim on Well 2 has been denied. Variances in actual-to-budget were reviewed.

9. Treasures report-John Coyle

Director Coyle presented the financial reports, noting balances in the various accounts. The Accounts Receivable balance of just over \$20,000 was discussed. There is one account approximately \$6,000 in arrears and that service has been shut off.

10. SCADA report-John Johnson

This item was discussed under Item 7.

11. Old Pipeline Abandonment Proposal

The proposal from Shaw Engineering to develop a scope of work to decommission the back lines was reviewed. Discussion followed regarding what that work may include and how it will be funded. There was some question as to whether or not the old boxes will be removed. **ACTION: Director Johnson will ask Shaw about the boxes on lines that were abandoned years ago. Director Johnson will clarify that the entire subdivision will be addressed in the scope of work. A timeline should also be included.**

It was moved by Director Rosa and seconded by Director Coyle to approve the proposal from Shaw Engineering for preparation of plans for decommissioning rear lot waterlines subject to confirmation that the proposal includes the entire subdivision and a time frame is included. Motion carried unanimously.

12. Budget Evaluation for Fee Increase/Decrease discussion

Director Johnson asked the Board to consider how to approach evaluating rates. Discussion followed regarding the options available. Rates can be based on water use, capital improvement needs, or any number of criteria. John Collins had offered to help with the evaluation. Mike Geary noted that all public agency rates are posted on line. Brandon Burks suggested analyzing the current data to identify the number of high water users and how high their consumption is. Discussion continued regarding the possibility of contracting with a third party to do an analysis and establish a methodology to consider what is needed for future capital projects, as well as general operations. **ACTION: A Committee of Directors Coyle and Burkhart will investigate options for setting water rates.**

13. News Letter Review

Director Johnson distributed a sample of the newsletter and asked for more articles. The document was reviewed and suggestions offered. **ACTION: Director Day will write an article asking people not to remove snow stakes.** Collin reported the last newsletter cost \$380 to print. **ACTION: Collin will investigate costs to print a 4 page newsletter.**

14. Office Managers Contract extension discussion

This issue came up because Collin suggested there are too many other things going on to have the contract renew at the end of the fiscal year, including adopting the budget. Also, an extension would allow for a smoother transition period if necessary. Discussion followed.

It was moved by Director Rosa and seconded by Director Guilford to establish the contract period for the Office Manager as of September 1st annually. A clause will be included in the contract that the previous manager is responsible to adequately train a new manager. The current contract will be amended to reflect the September 1 renewal date. Motion carried unanimously.

15. Web Site Administrator discussion

Director Rosa volunteered to address revisions to the website.

16. By-Laws discussion/review

Directors Rosa and Guilford presented suggested changes to the Bylaws. Discussion followed and suggestions given on each point. Director Mattheis proposed that policies, which should not be included in the Bylaws, be discussed at another time. Such policies may direct how the Bylaws are implemented, but are not as restrictive as the governing document.

Director Rosa said she has not been able to confirm whether or not the original legal description is still correct. She's trying to determine if Squaw Summit is included in SVMWC. She is also clarifying Section 8.2.2 as regards dissolution of the company. **ACTION: Director Johnson will ask the attorney to clarify Transfer Fees and Equalizing Assessments. ACTION: Directors Rosa and Guilford will continue to refine Bylaw revisions for eventual Board adoption.**

17. Future Board Meeting Dates

March 7, 2015 at 3:00 PM and May 2, 2015 at 3:00 PM

ACTION ITEMS

- 1) Director Johnson will ask Shaw about the boxes on lines that were abandoned years ago. Director Johnson will clarify that the entire subdivision will be addressed in the scope of work. A timeline should also be included.
- 2) A Committee of Directors Coyle and Burkhart will investigate options for setting water rates.
- 3) Director Day will write an article asking people not to remove snow stakes.
- 4) Collin will investigate costs to print a 4 page newsletter.
- 5) Director Johnson will ask the attorney to clarify Transfer Fees and Equalizing Assessments.
- 6) Directors Rosa and Guilford will continue to refine Bylaw revisions for eventual Board adoption.

Adjourn

There being no further business to come before the Board, the meeting adjourned at 3:46 PM.

Respectfully submitted:

Judy Friedman

Recording Secretary

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