

**Squaw Valley Mutual Water Company
Regular Meeting of the Board of Directors
June 3, 2022
Minutes**

Call to order

President David Stepner called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 4:03 PM via Zoom.

Roll call and establish a quorum

Directors Present: Koffler, Stepner, Thys, and Arens

Directors Absent: Lintner

A quorum was established

Also on the call were Office Manager Daniel Collin, Colter Andersen from OVS, and recording secretary Judy Friedman

It was moved by Koffler and seconded by Thys to ratify the electronic vote to accept the resignation from Steve Lucas and appoint Melanie Arens to the SVMWC Board. Motion carried unanimously.

Call for Public Comment

There were no comments on items not on today's agenda.

Call for Agenda Additions

Stepner will present the proposal to clean tanks.

Adopt the Agenda

It was moved by Koffler and seconded by Thys to approve the agenda as modified. Motion carried unanimously.

Approval of the Minutes from April 4, 2022 Board meeting

It was moved by Koffler and seconded by Thys to approve the minutes of the February meeting as presented. Motion carried with Arens abstaining.

President's Report

Stepner referred to his written report. OTS is taking over operations and maintenance on July 1, 2022.

Stepner noted the two Lanny/Sandy interties were not in the original scope of work. They need to be surveyed and then a decision made on how to address them.

AGENDA ADDITION: Proposal to clean tanks

Stepner reported the tanks were last inspected five years ago. OVPSD is bringing in a diver to reline their tank and Stepner suggested the diver inspect and clean the SVMWC tanks at the same time. The diver could also check the equipment inside the tank that controls the level shown on the outside and make a repair if necessary at the same time so he does not need to come back. Also, the sediment bags need to be disposed of properly.

It was moved by Koffler and seconded by Thys to approve the proposal from Blue Locker Diving for \$4,500 to inspect and clean the two SVMWC water tanks. Motion carried unanimously.

A discussion followed regarding communication and tech support challenges with XiO. Anderson has spoken with them and they are aware of the issues. Anderson explained his experience with XiO and the SCADA system and his recommendation to work with the company to get the system where it needs to be.

Operation & Maintenance Report – B Burks (PSD); C Anderson (OTS)

The Water Operations Report for March and April 2022 submitted by Brandon Burks was included in today's meeting packet. The May report was submitted by John O'Neal at OTS

FY 2022-23 Maintenance/CIP Items (not part of USDA loan or OTS contract)

Tree cutting around upper tank

Stepner reported Poulsen is bringing in someone to address the trees. The same contractor will do the work needed around the tank.

Inspection of lining of upper & lower tanks (coordinate with PSD contractor)

This was addressed above.

Cost share at 1469 Lanny Lane meter box upgrade/replacement

Stepner reported the cost share agreement was updated, but OVPSD did not specify that the meter boxes in driveways need to be stronger to handle the weight and wear. Stepner reached an agreement to split the cost of the upgrade. He is getting a quote.

MWC share of Intertie

Stepner expects to see a proposal in 2023. He will hold fast to SVMWC's proposal to contribute \$50,000.

Office Managers Report – D Collin

Update on current collections (provide AR report)

Update on Core member list excel file/email coverage

Backflow reports and inspections – (is this to be taken over by OTS?)

Collin's report was included in the meeting packet.

Treasurer's Report – R Koffler

Koffler reported everything is going to online banking. He described the financial controls being put in place and the improvements made to PayPal so payments can be tracked by account number.

The proposed rate structure will be reviewed at the next meeting with the budget.

Koffler has put every communication into Google Storage. The CORE system is being backed up to the Cloud. QuickBooks will be backed up on Google Drive.

Koffler is working on setting up an online member portal so customers can pay their bills electronically and access other information. His goal is for SVMWC to be fully digital.

Stepner reported seven accounts are more than 12 months delinquent. Of the three he contacted, one has paid, one will pay today, and the third has sold the property. Stepner reviewed the collection procedures.

2022 Construction Update – D Stepner & J Johnson

CO #4 and options going forward

Stepner described the work being done. Additional details is in the written President's Report. Stepner gets a daily report. For Aren's benefit, Stepner described the many players involved in the construction project.

Future Meetings (date?, needs to be early July – start of new fiscal year)

For the next Board meeting, please send drafts beforehand and prepare to vote

- **Approval of any change to water fee structure and late payment policy – Richard**
 - **Approval of 2022-23 Budget – R Koffler & D Collin**
 - **Consideration of changes our fees for remodel/new construction plan check and inspections**
 - **Renewal of Insurance Policies (liability, blanket coverage) – A Lintner**
 - **Board seat elections (9/3) – Alex and Melanie terms expire; need bios if running again**
- Stepner noted the many items that will be on the next agenda.

Stepner explained how water fees are structured. Koffler will submit recommended fees at the next meeting.

Koffler will recommend a late payment and shut off policy. Given the County cannot collect on SVMWC delinquent accounts, a policy needs to be developed with teeth.

Most of the changes to the budget will be in Operations and Maintenance. OTS fees are higher than SVMWC has paid in the past and other costs are increasing.

Stepner sent a draft newsletter to the Board announcing the September 4, 2022 Annual Meeting. It will be sent electronically to those who have submitted email addresses. Others will receive the announcement in the July billing. The Board meeting will begin at 9:00 AM and the Annual Meeting at 10:00 AM.

Closed Session

Closed Session was not convened.

Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:09 PM. The next Board meeting was scheduled for July 6, 2022 at 3:00 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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