

SQUAW VALLEY MUTUAL WATER COMPANY
Board of Directors Meeting
November 2, 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 3:08 PM on Monday November 2, 2015 at the Squaw Valley Public Services District (SVPSD) Community Room.

2. Roll call and establish quorum- Bob Barnett

Directors Present: Johnson, Stepner, Burkhart, and Barnett

Directors Absent: Guilford

A quorum was established.

Also present were Mike Geary, Brandon Burks, and Josh Wilson from SVPSD, and Eric Poulsen.

3. Call for Agenda Additions

Director Johnson asked that a Closed Session be convened to consider customer requests to waive late charges.

4. Adopt the agenda

It was moved by Director Stepner and seconded by Director Barnett to approve today's agenda as amended. Motion carried unanimously.

5. Approval of the Minutes from the September 5th, 2015 Meeting

It was moved by Director Barnett and seconded by Director Stepner to approve the September 5, 2015 meeting minutes. Motion carried unanimously.

6. Presidents Report-John Johnson

Director Johnson presented his written report. The abandonment project is basically done. Data will be gathered and evaluated to help establish rates. The new rate structure is expected to be approved in May 2016 for implementation in July 2016. **ACTION: The November 11, 2015 President's Report will be sent to all members with another request for email addresses.**

The website updates are in process.

There was one electronic vote taken since the last meeting. The Board voted 5:0 to approve \$2,500 for Rossmann & Moore's additional cost for the Mutual's response to the draft EIR for the Village at Squaw Valley project.

There was a brief discussion about whether or not Rossmann & Moore will be retained to comment on the Final EIR.

7. Operation & Maintenance Report-Brandon Burks

Brandon Burks presented the Water Operations Report, including test results and water production numbers. He introduced Josh Wilson, who will be filling in for Burks when his next child is born.

Burks reviewed the report indicating challenges addressed during the month and answered questions about a recent incident with a main link hot tap. Discussion followed clarifying a "hot

tap” and companies that can address issues when they arise. **ACTION: A policy needs to be developed regarding hot tap issues.**

Burks is investigating options and will develop a plan to not add chlorine to the Mutual’s water. He will submit a full report to the Board, including benefits and potential risks. Burks noted there is a list of fees SVPSD charges customers for inspections. The Mutual does not have a published rate schedule for these services, other than a list done by John Collins. **ACTION: A list of fees for additional services needs to be reviewed and possibly revised.**

Burks answered questions clarifying his reports.

8. Office Managers report-Daniel Collin

Daniel Collin’s report was included in the Board packet and presented by Director Johnson. Six shut-off notices were issued and all but 1 has paid. There have been 267 meters installed. The email list continues to be updated.

The budget report as of October 29, 2015 was included in the packets and line items were clarified. Further discussion was held during the Treasurer’s report. Director Stepner suggested the budget should be broken down in terms of how it’s reviewed, i.e., as well as the year-end budget column, there should be a YTD budget column with YTD revenues and expenses so the trend to budget is more apparent.

9. Treasurer’s report-David Stepner

Director Stepner distributed a revised Treasurer’s Report showing account balances, accounts receivable, and the five largest expenditures since the last report. He clarified specific line items. Anticipated expenditures include Longo Construction, SVPSD, and possibly Shaw Engineering. Director Johnson believes Shaw is current and there are no anticipated legal expenses.

10. Old Pipeline Abandonment Status

Director Johnson reported this project is essentially completed. There is still a “mystery line” on Lanny Lane for 1 service that has not been connected, but SVPSD is investigating. Using a map, the Board reviewed two additional areas on Lanny Lane that have not been completed. Steve Brigman is working with Longo to get those done. Josh Wilson explained the plan for completion of the project, which should be next spring.

11. Water Rate Update - David Stepner

Director Stepner presented a written report. He has developed a spreadsheet of water usage based on meter readings. His report included a list of fixed costs that are unrelated to actual water consumption. Director Stepner offered suggestions on ways to calculate rates and cover expenses while making rates equitable for all customers. Discussion followed as the Board considered strategies for setting rates. Director Stepner will continue to update his report for future Board review.

12. Website/Email Update

Director Johnson said the new website should be live in the next couple of weeks. A new eblast system is also being developed.

13. SVMWC Structure Discussion Continued

Director Barnett asked that when evaluating fixed costs, the value of volunteer time from the Board be considered. A brief discussion followed regarding the options for hiring an Office Manager.

14. Capital Improvement Project

Director Johnson distributed a list of 18 proposed Capital Improvement Projects with preliminary cost estimates. Including a 20% contingency, the total cost shown was \$188,220. He asked the Board to consider a timeline for doing the projects identified. Discussion followed regarding a timeframe, how to fund the projects, and what projects need to be considered when developing a long-term Capital Improvement Project list. **ACTION: A report will be presented at the next meeting listing all assets with a lifetime and replacement schedule.**

Closed Session

Closed Session was convened at 4:52 PM. Open Session was reconvened at 5:20 and the following action reported:

It was moved by Director Stepner and seconded by Director Burkhart to waive the late fees on the delinquent list as submitted. Motion carried unanimously.

15. Future Board Meeting Dates: January 11, 2016, at 3 PM and March 7, 2016 at 3 PM

ACTION ITEMS

- 1) The November 11, 2015 President's Report will be sent to all members with another request for email addresses.
- 2) A policy needs to be developed regarding hot tap issues
- 3) A list of fees for additional services needs to be reviewed and possibly revised
- 4) A report will be presented at the next meeting listing all assets with a lifetime and replacement schedule.

Adjourn

There being no further business to come before the Board, the meeting adjourned at 6:30 PM.

Respectfully submitted:

Judy Friedman

Recording Secretary

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