

**SQUAW VALLEY MUTUAL WATER COMPANY**  
**Board of Directors Meeting**  
**February 1, 2017**  
**Minutes**

**1. Call to order**

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 4:04 PM on Monday February 1, 2017 at the Squaw Valley Public Services District Fire Department Meeting Room.

**2. Roll call and establish quorum- Bob Barnett**

Directors Present: Johnson, Stepner, Barnett, and Guilford. Burkhart arrived at 4:14 PM.

Directors Absent: None

A quorum was established

Also present were Daniel Collin, Brandon Burks from SVPSD, Eric Poulsen, and recording secretary Judy Friedman.

**3. Call for Public Comments**

Stepner announced the SVPSD Finance Committee will meet on February 15 at 1:00 PM to consider rates, Capital Improvement Projects, and other financial issues. He encouraged everyone to attend.

**4. Call for Agenda Additions**

Johnson asked that a discussion of adding snow removal to the budget be included on today's agenda.

**5. Adopt the agenda**

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

**6. Approval of the Minutes from December 12, 2016**

**It was moved by Director Guilford and seconded by Director Guilford and seconded by Director Stepner to approve the Board meeting minutes of December 12, 2016 as presented. Motion carried unanimously.**

**7. Presidents Report-John Johnson**

There have been no electronic votes since the last Board meeting.

**8. Operation & Maintenance Report-Brandon Burks**

**A. High Consumption due to leaks.**

Brandon Burks presented the December Water Operations Report, which was included in the meeting packets. There was a leak in an air-vac unit on December 22, but crews addressed it. Operation numbers for January are still being compiled.

Johnson asked the Board to consider whether or not owners should be charged if their meter and shut-off needs to be dug out. An issue addressed in December required crews to dig out the shut off. Discussion followed and it was noted that shut off valves aren't always apparent, nor do occupants always know if or where an inside shut off is. Owners need to know where their exterior valve is and have it free of snow or have one inside accessible. **ACTION: Stepner will post a notice on the website that owners need to know where the internal water shut off is located. The information should be posted in the home for all occupants.** Discussion continued.

**It was moved by Director Stepner and seconded by Director Barnett that if there is a circumstance where Squaw Valley Public Service District staff is doing additional work for a SVMWC customer issue for**

**which SVMWC will be charged, the SVMWC customer will be billed for the charge immediately. Motion carried unanimously.**

Burks will advise all operators to let owners know of the above motion and that if there is an issue where the meter or shut off needs to be dug out, owners will need to pay for that.

Burks reported the Squaw Valley Fire Department has developed a priority list for getting hydrants dug out. SVPSD is assisting SVFD in shoveling snow from the hydrants per that list, but it has been a tedious process given the amount of snow and bad roads in some areas. After the 20 hydrants identified as high priority have been addressed, the rest will be dug out. Burk recommended SVMWC hire a snow removal company to address the issue for its hydrants. Eric Poulsen noted the “adopt a hydrant” program other areas have instituted where an owner commits to keeping at least one hydrant in their neighborhood cleared of snow. Discussion followed. It was noted that SVPSD has paid up to \$105 per person per hour to shovel snow. Costs are very high this year. **ACTION: Burkhart will find a contractor to clear snow from SVMWC hydrants ASAP, starting with the SVFD priority list. ACTION: Stepner will put an “adopt a hydrant” notice in the newsletter.**

Burks reported the recent power outages caused issues with tank communications, but it’s been reset. Battery backups work for a couple of hours, but beyond that, the system has to be recirculated once the power comes back on. A commercial generator would cost about \$35,000 - \$50,000. Burkhart said it may be possible to rent one from Reno, but if I80 is closed, as it was so much of January, that wouldn’t work. Discussion followed regarding the issues that arise from power outages. Burks noted SVPSD has a generator in the main well building that is large enough to power SVMWC wells if conduit can be run. **ACTION: Burks will investigate the options and costs for SVMWC to use SVPSD generators if necessary.**

Guilford noted what a trying time this was for the community and thanked Burks for all he did during recent storms to keep the systems running. Burks said one big issue that came up was the lack of affordable housing for local crews. Staff who live in Reno or Carson were having to drive in during storms, outages, and road closures and spending the night in the District office or Fire Department. SVPSD is part of a region-wide effort considering solutions to the problem.

## **9. Office Managers report-Daniel Collin**

Collin reported invoices have been sent out with the new rates. He said he is still dealing with booting the program that reads meters electronically.

### **A. Cost difference between electricity and chemicals. Action item**

In response to a question at the last meeting about utility costs at different times of year when the system needs to be recirculated because of chlorine use, Collin reported summer is considered June, July, and August. Winter is considered to be December, January, and February. A brief discussion followed clarifying the issue.

Burks is still following up on a request from the last meeting to clarify the complaints received years ago by the State Water Resources Control Board. He is waiting to get historical test results before he talks to SWRCB Engineer Michael Burgess. Johnson suggested challenging the decision at this point might not be worth the time; the important thing is to move forward with no problems.

Collin had an action item from December about the backflow testing program. Burks noted the program needs to be managed by a backflow specialist. There is one on staff at SVPSD. **ACTION: Johnson will talk to the SVPSD Backflow Specialist about the requirements, program, and costs.**

### **B. Pay-Pal Credit Card payment status.**

Stepner reported the Pay Pal account has been set up. Customers can pay their SVMWC bills using their Pay Pal account or VISA card. SVMWC is charged 3% per transaction. If customers want to use that option, they must pay the 3%. Stepner has applied for non-profit status with Pay Pal so the fee would be reduced to 2%.

The only issue with the system is that the name of the person who paid is reported to SVMWC. That may or may not be the name on the account. Stepner has asked that a field be included in the payment information for the payer to provide the property address. In the meantime, customers have been asked to send SVMWC an email saying they just paid via Pay Pal so the payment can be correlated to the address.

**C. Back Flow preventers testing status. Action item.**

This item was addressed above.

**10. Treasurer's report-David Stepner**

Stepner presented the Treasurer's Report as of January 31, 2017. There is one delinquent account that will be transferred to "bad debt." There are several accounts that have late charges of less than \$1.00, which will be removed. Other accounts that have late fees as high as \$29 will remain on the books.

**11. Capital Improvements Project Budget vs. Cost to date.**

Johnson asked for clarification of engineering expenses to date. **ACTION: Collin will send Johnson a breakdown of payments to Shaw Engineering.**

Johnson reported plans for 2017 capital improvement projects are about 98% completed. They have been submitted to Placer County and SVPSD for review and permitting.

Guilford asked about leaks in the system. Johnson said leaks are being addressed as much as possible, however there are some instances where the source cannot be identified. They may go all the way to the main.

**12. Water Rates- David Stepner- Final Rates**

Stepner distributed information regarding customer usage and charges. The information was reviewed and analyzed. In the last billing, 116 customers had an increase in rates and 148 properties realized a decrease in rates. Discussion followed as the report was clarified, impacts to customers, and how the new rates compare with anticipated SVPSD rates.

**AGENDA ADDITION: Snow removal budget**

Collin said snow removal will definitely be over budget, but the costs will just show as a variance on the budget. Charges from SVPSD for snow removal of meters and having hydrants dug out will also be shown. Burkhart said one of the issues with hydrants is they are hard to find because the snow stakes are buried.

**ACTION: Johnson will ask Burks to have the snow poles extended as hydrants are being dug out.**

**13. Future Meetings: April 4, 2017 @ 3 PM and May 1, 2017 @ 4 PM**

**ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 6:04 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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