

SQUAW VALLEY MUTUAL WATER COMPANY
Board of Directors Meeting
June 5, 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 4:06 PM on Monday June 5, 2017 at the Squaw Valley Public Service District Meeting Room.

2. Roll call and establish quorum- Bob Barnett

Directors Present: Johnson, Stepner, Burkhart and Guilford

Directors Absent: Barnett

A quorum was established

Also present were Office Manager Daniel Collin, Mike Geary and Brandon Burks from SVPSD, and recording secretary Judy Friedman.

3. Call for Public Comment

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

4. Call for Agenda Additions

Johnson asked to add "Bylaws Review" after the Website Management as Item 18a.

5. Adopt the agenda

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

6. Approval of the Minutes from May 8, 2017

It was moved by Director Stepner and seconded by Director Burkhart to approve the minutes of the May 8, 2017 Board meeting as presented. Motion carried unanimously.

7. Presidents Report - John Johnson

Johnson presented his written report outlining projects for this summer. The system is operating well and costs are balanced with income. There were no electronic votes taken since the last meeting.

8. Operation & Maintenance Report - Brandon Burks

Burks presented the May 2017 Water Compliance, Operating, and Maintenance reports there were included in the meeting packets. He answered questions clarifying details of the reports.

9. Office Managers report - Daniel Collin

Collin reported transfers to fund the USDA Reserves have been made to the Capital Account. In the past month, he has sent out 3 letters and 6 or 7 emails advising owners of leaks.

Johnson asked for clarification on the budget-to-actual report. Collin explained income is up and expenses are down, so there is a positive variance. He noted specific line items on the report. Stepner will re-compute the water usage service charges for all accounts using the FY17-18 operating budget forecast (once approved by the Board). This invoice amount will be fixed for one year and will align the annual computation of the water usage service charges with the fiscal calendar.

10. Treasurer's report - David Stepner

Stepner is still concerned about past due accounts and has asked Collin for additional information on accounts more than six months delinquent. Stepner suggested the list be divided and Board members call those

customers. He will clarify the existing policy. **ACTION: Collin will provide Stepner with more information to proceed with collecting delinquent dues. ACTION: Stepner will advise the Board of the policy regarding past due accounts.**

11. Christy Lane Water Main Project Summer 2017-Update - Hans

Burkhart distributed a spreadsheet outlining the project and the bidding process. Of the 12 contractors who attended the Pre-Bid meeting, eight asked for drawings and specs, and of those, only three actually bid the project. Burkhart thinks more would have bid but everyone is so busy right now. The lowest bid is almost \$80,000 over engineer's estimate. However, there are 3 components to the project and the total budgeted amount is \$370,000. The three bids received were reviewed and discussion followed regarding the options available, including possible negotiation if the start date is moved back to September. **ACTION: Burkhart will contact interested contractors with the new start date. ACTION: Johnson will contact Aspen Developers regarding options for their bid.**

12. Proposed Budget 2017/2018 - Review

Collin presented the proposed budget was reviewed and discussion followed. **ACTION: Mike Geary will update the SVMWC contribution amount for the Water Management Action Plan update. ACTION: Collin will update the proposed budget based on revisions requested and distribute it to the Board.**

13. SVPSD Operation & Maintenance Contract Review & Approval

Johnson presented the proposed single-year contract, which was included in the meeting packets. He has asked SVPSD to consider a 5-year contract. Burks answered questions about components of the contract. He said the Memorandum of Understanding from the union still needs to be finalized, which impacts staff costs. There is no change in the scope of work. This contract should be presented to the SVPSD Board at its June 27 meeting. The SVMWC Board will consider approval at its June 29 meeting.

14. Capital Improvement Project Review

Stepner presented the Capital Improvement Project report. Discussion followed regarding the timing of Items 12, 13, and 14. **ACTION: Information regarding items 12, 13, and 14 of the CIP will be provided to Stepner, who will then re-calculate timing for funding.**

15. Backflow Program Proposal Review

Stepner presented a letter to be included in the July 1 bills regarding annual backflow testing requirements. He had sent a spreadsheet to the Board regarding what properties should have backflow testing done. About half of those people have responded to previous correspondence. Stepner suggested reaching out again so the database of who has backflow devices can be updated. Burks confirmed that the backflow program includes a requirement to have the manufacturer, model number, and serial number on file. **ACTION: Stepner will update the letter to owners, which will be accompanied by the ordinance confirming the requirement for annual backflow testing. The revised letter will be reviewed by the Board, Burks, and Collin for including in the July bills.**

16. Fire Hydrant Flushing & Valve Operation Proposal

Johnson noted the state law that requires the active system be flushed annually. He presented Burks proposal to get the job done. The bid is \$19,905.75 for the first year of a two year process to flush all hydrants. Burks said the proposal is for Time & Materials. He has no real way of knowing what will be required until work begins. After this year, he'll be able to put together a more realistic proposal. Discussion followed regarding how many hydrants and valves need to be flushed and tested.

It was moved by Director Guilford and seconded by Director Stepner to approve the one-year agreement with SVPSD for fire hydrant flushing and valve testing at a cost not to exceed \$19,905.75.

17. Power Loss Issue & Damage for Well #2

Johnson reported on his meeting with Mike Livak and the negotiations to get the repairs done and paid for.

It was moved by Director Stepner and seconded by Director Guilford for SVMWC to absorb \$2,311.02 toward repairs of powerline damages at Well House 1. Squaw Valley Ski Holdings has agreed to pay the additional \$2,311.02 for repairs. Further, to acknowledge that Squaw Valley Ski Holdings has agreed to restore the drainage and level to bring the ground back to the original elevation and surround the area with 3 or 4 sections of k-rail when the snow melts. Motion carried unanimously.

18. Website Management

There was a brief discussion about what should go on the website, including the President's Letter, annual budget, audited financials, minutes, and agendas.

18a. ADDED: Bylaw Changes

Johnson reported the SVMWC attorney suggested revising and updating the Bylaws. **ACTION: Johnson will work with Barnett to revise the Bylaws, which will then be vetted by Counsel before being adopted by the Board.**

19. Future Meetings

- **June 29, 2017 at 10 AM**
- **August 7, 2017 at 4 PM**
- **September 2, 2017 - 11AM Board meeting, then 1 PM Annual Members Meeting & Election followed by Special Board meeting to appoint officers and set meeting dates**

The three incumbents running for re-election (Stepner, Barnett, and Guilford) will send bios to Judy no later than July 1, 2017.

Closed Session

At 6:09 PM. Open Session was reconvened at 6:17 PM. There was no reportable action from Closed Session.

ADJOURN

There being no further business to come before the Board, the meeting adjourned at 6:22 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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