

**SQUAW VALLEY MUTUAL WATER COMPANY**  
**Board of Directors Meeting**  
**March 12, 2018**  
**Minutes**

**1. Call to order**

President John Johnson called the meeting of the Squaw Valley Mutual Water Company Board of Directors to order at 4:10 PM on Monday March 12, 2018 at the Squaw Valley Public Service District Meeting Room.

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

Directors Present: Johnson, Barnett, Burkhart, Guilford, and Stepner

Directors Absent: None

A quorum was established

Also present were Brandon Burks from SVPSD, Eric Poulsen, 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**

A Closed Session will be added for a specific property discussion if necessary.

**5. Adopt the Agenda**

**It was moved by Patti Guilford and seconded by Bob Barnett to adopt today's agenda as amended.**

**Motion carried unanimously.**

**6. Approval of the Minutes from the January 15, 2018 meeting**

**It was moved by Patti Guilford and seconded by Bob Barnett to approve the minutes of the January 15, 2018 Board meeting as presented. Motion carried unanimously.**

**7. Presidents Report-John Johnson**

Johnson presented his written report, which is included in the meeting packets. He highlighted the need to continue conserving water. No electronic votes were taken since the last meeting.

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

Burks presented the Water Compliance and Maintenance Reports for January and February 2018. The water was turned off at a home that showed a water leak of at least 20 gallons per minute.

Per a new state requirement, water will be tested for TCP 123 quarterly. If tests are negative twice in a row, the test will not be required again.

Burks noted the prediction for snow this week. Hydrants may need to be dug out. In response to a question, Burks said the SCADA system has been upgraded and is working well.

**9. Office Managers Report-Daniel Collin**

Collin's report for January and February was included in the Board packets. **ACTION: The Board asked that Collin update the member contact list and distribute it to the Board and Burks.**

The budget-to-actual report as of February 28, 2018 was reviewed. A brief discussion followed regarding the categories of Water Service Charges and Water Use Charges, which is the base rate. Stepner will clarify those line items when the new budget is prepared. The Board continued to review specific line items and variances.

### **10. Backflow Testing & Compliance Report-Daniel Collin**

Collin's written report regarding responses to a second voluntary compliance letter was reviewed. Burks explained how the SVPSD handles the requirement for annual testing. Discussion followed as strategies to get property owners into compliance were considered. **ACTION: Another letter will be sent in May and information about backflow testing requirements will be included in the newsletter. ACTION: Burks will provide a proposal from SVPSD to inspect those properties that have not responded to the voluntary compliance requests.**

### **11. Treasurer's report-David Stepner**

Stepner presented the Treasurer's Report as of February 28, 2018. Of the billings sent out in January, nine accounts are 6 months in arrears, but none are more than 6 months delinquent. Stepner reported most of the 8 customers using PayPal have not paid the 3% fee. **ACTION: In the spring newsletter, Burnett will remind customers of the 3% PayPal fee.**

### **12. Summit Tennis Court Update-Empty Lots-Daniel Collin**

Collin submitted a written report. According to the map done by Shaw Engineering, there are 8 lots in the Squaw Summit subdivision. Six of those lots have water meters and are being billed by SVMWC. Two lots are vacant, in addition to the tennis courts. Discussion followed as the report and billing was clarified. Ownership and billing of the two vacant lots and tennis courts need to be clarified. **ACTION: Guilford will investigate the APN numbers so it can be determined if the empty lots are being billed, identified as Book 96, page 510, # 10, 11, 12,13,20, 15, 16, 17.**

### **13. Capital Expense Program Update-John Johnson**

Johnson reported he has begun the application process for a new USDA loan. He worked with Steve Brigman to compile the engineer's estimate and detailed description of each project included in the application. Everything was submitted last week and Johnson is waiting to hear back. He hopes the CEQA from the last application can be used with this one. Discussion followed regarding this loan and other financing options. The projects included in this loan application are the Squaw Valley Road work and the horizontal well. **ACTION: Stepner will confirm the funds currently available for these projects.**

### **14. Water Rate Changes-Review- David Stepner**

Stepner distributed a chart regarding Water Rate Charges, showing the difference in billings between including 120,000 gallons per year and 150,000 gallons per year. Most customers paid more in consumption and only about 35 paid less in spite of the higher water allowance.

### **15. News Letter Update-Bob Barnett**

Barnett will get started on the spring 2018 newsletter with the goal of getting it distributed by the end of April. A brief discussion followed regarding articles to be in the newsletter, including a reminder of the 3% PayPal fee, requirements for backflow device testing, and the proposed \$2.6 million in capital projects.

The Board reviewed all correspondence.

**Future Meeting: Friday May 18, 2018 @ 4 PM**

### **ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 5:51 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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