

**SQUAW VALLEY PUBLIC SERVICE DISTRICT  
FINANCE COMMITTEE MEETING**

**DATE: January 26, 2015**

Call to order at 3:30 P.M.

Public comment – none

**Attendees:** Directors Eric Poulsen and Brian Sheehan; Mike Geary, General Manager; Cindy Herbert, Office Manager; Pete Bansen, Fire Chief and Tom Campbell, Finance and Administration Manager.

D-1 Operating Account Check Register: Mr. Campbell reviewed the Operating Check Register numbers 42202 –42311 and ACH payments. Staff reviewed payments of more than \$800 and provided an explanation of the following payments and a summary of electronic payments (ACH). There was also discussion of some payments less than \$800 that were of interest to the Committee members.

Check Payments:

- 42205 Dustin Gwerder – payroll
- 42206 Dustin Gwerder – payroll
- 42207 Mass Mutual Retirement Services – deferred compensation withholding
- 42215 Dustin Gwerder – payroll
- 42216 Cynthia Herbert – reimbursement for mileage
- 42217 Brandon Burks – reimbursement for mileage
- 42219 The Hartford-Priority Accounts – long & short term disability insurance
- 42220 Hunt & Sons, Inc. – unleaded & diesel fuel
- 42221 Mass Mutual Retirement Services – deferred compensation withholding
- 42223 Truckee Fire Protection District – ¼ share respirator fit test
- 42224 Stationary Engineers Local 39 – union dues
- 42225 HD Supply Facilities – pH buffers/deionized water
- 42226 ABC Fire Extinguisher Company – fire extinguisher service
- 42228 Angela Costamagna – cleaning services
- 42229 Thomas S Archer – legal services
- 42231 AT&T – telephone utility, 305 elevator, fire alarm, internet, 1810 elevator
- 42232 BankCard Center – office 365 subscriptions, employee appreciation lunch
- 42233 BankCard Center – dishwasher
- 42234 Cranmer Engineering – lab tests
- 42235 California Rural Water Association – water treatment and distribution certifications
- 42238 Cynthia Herbert – reimbursement for mileage
- 42239 Liberty Utilities – electricity for all facilities
- 42240 National Meter & Automation – 1” and ¾” meters & parts
- 42242 Kathryn Obayashi-Bartsch – reimbursement for mileage
- 42245 Placer County Clerk – election services
- 42246 P R Design & Engineering – operations space needs analysis
- 42248 Sierra Chemical Company – caustic soda
- 42251 Standard Insurance Company – dental insurance
- 42252 Stones Country Tire – tire mount & balance for Dodge truck
- 42254 Stanley Trumbull – IT services
- 42255 Truckee Tahoe Propane – heating fuel
- 42256 USA BlueBook – rescue winch & tripod leg bracket
- 42263 Lee Henry – Advanced Life Support training- CEU program

42264 D & D Plumbing – eye wash station repair & sink service  
42265 Donnoe & Associates – fire captain tests  
42268 Jeffrey Geigle – reimbursement for ITLS recertification  
42270 National Fire Protection Association – fire codes subscription  
42273 Joshua Rytter – reimbursement for ITLS recertification  
42274 Dustin Gwerder - payroll  
42275 Peter Bansen – reimbursement for copy paper, towels, coffee creamer, lunch/refreshments for captain testing  
42276 Wesley Beyer – reimbursement for uniform  
42277 US Bank, Global Corporate Trust Services – facility lease loan  
42278 MassMutual Retirement Services – deferred compensation withholding  
42279 Brian Sheehan – reimbursement for travel expense CSDA training  
42283 Brad Chisholm – reimbursement for fire management  
42284 Chris DeDeo – reimbursement for airfare  
42285 Life Assist – medical supplies  
42288 Tahoe Forest Hospital District – annual fitness training  
42289 Truckee Fire Protection District – ¼ share holiday public safety radio spots  
42292 Sheila Paschall – Dodge truck steering – suspension check  
42294 Thomas Campbell – mileage reimbursement  
42296 Farr West Engineering – Olympic Estates, Redundant Water Supply-PAE, VueWorks, water modeling  
42297 Federal Express – overnight delivery of truck payment & paperwork  
42298 Flyers Energy LLC – oil  
42299 Hach Company – PH sensor, PEEK salt bridge  
42300 The Hartford-Priority Accounts – long & short term disability insurance  
42303 McClintock Accountancy Corp – audit services  
42305 Schlumberger Water Services – mini divers for monitoring wells  
42306 Tahoe City Electric, Inc. – exterior light repair  
42307 Tahoe Truckee Community Foundation – Tahoe Truckee Leadership Training  
42308 Truckee Tahoe Propane – heating fuel  
42309 Tahoe Truckee Sanitation Agency – sewer treatment fees  
42310 United Rentals (North America), Inc. – hi-lift rental for exterior light repairs

D-2 Operations Enterprise Fund: Mr. Campbell said the statement for the current fiscal year shows 50% of the year has elapsed and expenditures without depreciation are running at 43.5% of the annualized budget, or 6.5% favorable.

D-3 Fire Government Fund: Mr. Campbell said the Fire statement for the current fiscal year shows 50% of the year has elapsed and expenditures without depreciation are running at 50.1% of the annualized budget, or .1% unfavorable.

D-4 Fund Balance Sheet: Mr. Campbell reviewed the fund balance sheet.

D-5 Capital Reserve Balance Sheet: Mr. Campbell reviewed the fund balances with the Committee. Mr. Campbell provided a Consolidated Revenues & Expenditures, Consolidated Balance Sheet, and Consolidated Statement of Cash Flow reports. These reports are for internal use only as financial tracking tools, and Mr. Campbell said he is hesitant to publish and distribute this report at this time

because it may mislead the public. Mr. Geary said he would like to meet with Mr. Campbell next week to discuss this issue.

D-6 Operations Petty Cash: Mr. Campbell reviewed the report with the Committee.

D-7 Fire Petty Cash: Mr. Campbell reviewed the report with the Committee.

D-8 Capital Improvements: Mr. Campbell reviewed the report with the Committee.

Payments:

D-9 California Infrastructure & Economic Development Bank Facility Payment: Mr. Campbell reviewed the item.

D-10 Progress Payment – Farr West Engineering – VueWorks: Mr. Campbell reviewed the item.

D-11 Progress Payment – Farr West Engineering – Redundant Water Supply: Mr. Campbell reviewed the item.

D-12 Progress Payment – Farr West Engineering – Village @ Squaw Project – Water: Mr. Campbell reviewed the item. This expense will be reimbursed by Squaw Valley Real Estate (SVRE) with a 10% administration charge.

Other Business:

F-8 Tahoe Sierra Board of Realtors – Request for Early Termination of Lease:

Mr. Geary provided a review of the item which is a request to authorize early termination of the lease of District facilities at 1810 Squaw Valley Road. Director Sheehan asked how much rent money we would be losing. Mr. Campbell replied approximately \$8,000.

G-3 Administration Report:

Mr. Campbell reviewed the report including information for the bike trail snow removal project. Through the end of December, the District has incurred \$29,028.76 in snow removal expenses, of which \$34,913.51 has been billed to the various community sponsors, with \$20,424.92 being paid as of the date of this report.

Director Sheehan said at staff's request he reviewed the last seven months of credit card statements and everything was in order. He will continue this practice on a random basis.

No further business coming before the Finance Committee, the meeting was adjourned at 4:20 P.M.

By, Cindy Herbert, Office Manager