

SQUAW VALLEY PUBLIC SERVICE DISTRICT

FINANCE COMMITTEE MEETING

DATE: October 29, 2018

Call to order at 3:30 P.M.

Public comment – none

Attendees: Directors Eric Poulsen and Dale Cox, Mike Geary, General Manager; Kathryn Obayashi-Bartsch, Secretary to the Board; Danielle Grindle, Finance & Administration Manager; Brandon Burks, Operations Superintendent, Jessica Grunst; Account Clerk II/HR Specialist and Chris DeDeo, Fire Captain.

Items reviewed by the Committee include the following:

D-1 Operating Account Check Register: Ms. Grunst reviewed the Operating Check Register numbers 46324-46435 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:

- 46236 Bank Card Center – Microsoft 365 and Log Me In subscriptions, OSHA class registration
- 46237 Bank Card Center – battery chargers, uniform jeans, and tools
- 46331 Cranmer Engineering – monthly pick-up of water samples and quarterly water testing
- 46335 Farr West Engineering – VueWorks maintenance, Truckee River Siphon, Sewer Manhole Inspection and PlumpJack Well projects
- 46342 Lakeside Paving – paving at 1810 Squaw Valley Road/capital project.
- 46343 Life Assist – EMS supplies
- 46344 Mass Mutual Retirement Services – deferred compensation withholding
- 46346 National Meter & Automation – badger flow meter for zone 3 booster station/capital project
- 46349 Placer County Air Pollution – 305 Squaw Valley Road boiler fees, well and generator permits
- 46354 Tahoe City Electric – circuit installation for Fire turnout washing machine
- 46357 Tahoe Truckee Sierra Disposal – quarterly garbage bill for 985 units
- 46358 Thatcher Company – caustic soda
- 46360 Vincent Communications – Fire department radio replacement/capital project
- 46365 AT&T – phone, fax and internet service
- 46366 Wesley Beyer/WT Graphics – uniform shirts for Fire Department
- 46367 Paul Bonifacio – refund check for overpayment of water and sewer fees
- 46368 Burtons Fire – Fire Dept. mobile pump testing
- 46369 Capital Elevator –50% down payment for elevator repairs/capital project
- 46371 Angela Costamagna – cleaning service
- 46373 Scott Halterman – reimbursement for driver operator training and work boots
- 46374 Hunt & Sons – unleaded and diesel fuel
- 46375 Thomas Archer – legal service
- 46379 Mass Mutual Retirement Services – deferred compensation withholding
- 46380 McClintock Accountancy –2nd payment installment for Fiscal Year 2017-2018 audit services
- 46387 Sierra Controls –laptop replacement for on-call for SCADA system
- 46390 Standard Insurance – dental insurance
- 46392 Tahoe Forest Health – voided check

- 46393 Thatcher Company – caustic soda
- 46398 Zoll Medical – EMS supplies
- 46404 Bank Card Center – Cal Fire Chiefs Annual Membership, radio repairs and Via Ferrata rescue equipment
- 46408 City of Sparks – confined space training for Fire Dept. staff
- 46414 Farr West Engineering – Truckee River Siphon, Sewer Manhole Inspection and PlumpJack Well projects
- 46417 Hunt & Sons – diesel and unleaded fuel
- 46418 Jensen Precast – sewer parts
- 46420 Liberty Utilities – electricity for all facilities, wells and pumps
- 46421 Mass Mutual Retirement Services – deferred compensation withholding
- 46426 Overhead Door – door repair for Well 2R
- 46430 Stantec Consulting – Truckee River Siphon project
- 46432 Tahoe Forest Health – health/fitness testing for Fire Dept. staff

Ms. Grindle reviewed exhibits D-2 through D-9:

D-2 Operations Enterprise Fund, Revenue vs. Expenditure/Balance Sheet

The statement shows 25% of the year has elapsed. Revenue is at 89.2% of the budget and expenditures are at 23.5% of the budget. When compared to the prior year at this time, the District’s net surplus is \$12,000 greater. Director Poulsen commented on the increased cost of caustic soda. Mr. Burks said the amount of caustic soda needed is tied to irrigation and there is a seasonal fluctuation. Prices have also increased. Director Cox requested that the 1st page of the report be prepared in a larger font if possible.

D-3 Fire Government Fund, Revenue vs. Expenditure/Balance Sheet

The statement shows 25% of the year has elapsed. Revenue is at 32.7% of the budget and expenditures are at 30% of the budget. Compared to last year at this time, the District’s net surplus is \$58,000 less and is primarily due to making additional payments to CalPERS. There was an accrual error for the Administrative staff expenses which has been corrected. The report indicates that Administration staff costs are over budget but this not the case.

D-4 Capital Reserve Fund Balance Sheet/Income Statement

The income statement shows 25% of the year has elapsed. Revenue is at 3.3% and expenditures are at 24.5%. Revenue received year to date is primarily connection fees from the Palisades project. At the time of publishing this report, bank statements from Placer County have not been received. This is due to a new accounting software and transferring all accounts. Statements are expected by the end of November.

Ms. Grindle reviewed the estimated allocation of property tax. The District received the Estimated Allocation of Property Taxes for Fiscal Year 2019, also known as the “September Surprise”. The total anticipated tax revenue, less any fees from the county is estimated to be \$3,528,000. This is an increase over the prior year’s actual revenue received by \$92,000 or 2.7%.

There was discussion about the Fixed Asset Replacement Funds (FARFs) and allocation of these funds to each area of operation. Mr. Geary said staff is working on a capital reserves policy to bring before the Board for review which will also address this issue.

D-5 Combined Revenues/Expenditures/Balance Sheet

This report is for internal use only as a tool but is not intended to be an audited financial report. The report captures the District's position as a whole including enterprise funds (Operations/Administration Dept.) and governmental operations (Fire Dept.). The statement shows 25% of the year has elapsed, revenue is at 51.4% and expenditures are at 26.6%.

D-6 Fund Balance Statement

The statement shows the highest yielding funds are Pro Equities Certificate of Deposit #2 at 3.10% and the Pro Equities Certificate of Deposit #1 is at 2.40%. The Placer County Funds (#541-003 and #541-435) are at 1.97%. At the time of publishing this report, bank statements from Placer County have not been received. Statements are expected by the end of November.

D-7 Operations Dept. Petty Cash Register

There was no activity in this account.

D-8 Fire Dept. Petty Cash Register

There was no activity in this account.

D-9 Capital Improvement Financial Progress Report

Ms. Grindle reviewed the report including the status of each Capital Project including Improvements (new construction) and Repairs/Replacements.

Payments: Mr. Geary reviewed the following payments with the Committee:

D-10 Progress Payment – McClintock Accountancy – Fiscal Year 2017-2018 Audit

D-11 Progress Payment – Farr West Engineering – Truckee River Siphon

D-12 Progress Payment – Farr West Engineering – Sewer Manhole Inspection

D-13 Progress Payment – Farr West Engineering – PlumpJack Well Phase 2

D-14 Progress Payment – Stantec Engineering – Truckee River Siphon

No further business coming before the Finance Committee, the meeting was adjourned at 4:52 P.M.

By, KOB/DG