

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

DATE: May 21, 2015

Call to order at 3:10 P.M.

Public comment – none

Attendees: Directors Eric Poulsen and Brian Sheehan; Mike Geary, General Manager; Kathy Obayashi-Bartsch, Secretary to the Board; 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 42564 – 42639 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:

- 42565 Mass Mutual Retirement Services – deferred compensation withholding
- 42569 Bankcard Center – blender parts, frame (retirement), laptops, computer mice
- 42573 ESO Solutions – annual patient care subscription
- 42576 Allen Riley – reimbursement for travel expense, class fee, lodging for Management 2A
- 42577 Sunset Printing – children’s firefighter hats
- 42580 Alpine Septic and Pumping – pump sewer for repair of Squaw Creek siphon
- 42582 Tom Archer – legal services including reimbursed expenses
- 42587 California Water Environment – trade association membership
- 42588 Hunt & Sons – unleaded & diesel fuel
- 42589 Liberty Utilities – electricity for all facilities
- 42591 Parcel Quest – Placer County assessor’s office parcel information
- 42592 Placer County Environmental – annual above ground “Haz Mat” fees
- 42598 Standard Insurance – dental insurance
- 42600 US Postal Service –postage for meter
- 42608 Tom Campbell – reimbursement for mileage & travel expenses for Springbrook Conference in Portland, OR
- 42610 Kurt Gooding – reimbursement for registration& travel expense for Fire Management 1
- 42611 Mass Mutual Retirement Services – deferred compensation withholding
- 42613 Tyler Penn – reimbursement for books & personal cell phone use
- 42614 Travis Smith – reimbursement for paramedic recertification fee
- 42625 Farr West Engineering – PlumpJack project, Aspens Sewer Realignment project, *Village at Squaw Valley* Project, SVRE support, Resort @ Squaw Creek support, VueWorks implementation
- 42627 HydroMetrics – Olympic Valley Groundwater Management Plan advisory group preparation & attendance
- 42632 Mark Bechdolt – sewer televised inspection project
- 42636 Sierra Controls – SCADA implementation project
- 42638 Truckee Tahoe Propane – heating fuel

Payments:

D-6 Progress Payment – Farr West Engineering – Aspens Sewer Realignment: Mr. Campbell reviewed the item.

D-7 Progress Payment – Farr West Engineering –VUEWorks Implementation: Mr. Campbell reviewed the item.

D-8 Progress Payment – Farr West Engineering – Redundant Water Supply: Mr. Campbell reviewed the item.

D-9 Progress Payment – Farr West Engineering –Water Supply Assessment: Mr. Campbell reviewed the item.

D-10 Progress Payment – Mountain Pipeline – Sewer TVI Project: Mr. Campbell reviewed the item.

D-11 Progress Payment – Sierra Controls – SCADA Implementation Project: Mr. Campbell reviewed the item.

D-2 Operations Enterprise Fund: Mr. Campbell said the statement for the current fiscal year shows 83% of the year has elapsed and expenditures without depreciation are running at 72.7% of the annualized budget or 10.3% favorable. Payroll and benefits are impacted by the Operations & Maintenance (O&M) contract with the Mutual Water Company. This contract was not finalized last year when the budget was developed.

D-3 Fire Government Fund: Mr. Campbell said the Fire statement for the current fiscal year shows 83% of the year has elapsed and expenditures without depreciation are running at 85.6% of the annualized budget or 2.6% unfavorable.

D-4 Fund Balance Statement: Mr. Campbell reviewed the fund balances.

D-5 Capital Reserves: Mr. Campbell reviewed the fund balances with the Committee. In the future the Fixed Asset Replacement Funds (FARF) will be included in this report.

Other Business: The Committee reviewed the following items which will be brought forth to the full Board for consideration at the regular meeting on May 26, 2015.

F-1 1st PUBLIC HEARING to Review FY 2015-16 Budget, Rates and Charges.

Mr. Campbell reviewed the budget and the assumptions used in developing the budget. Staff made adjustments to the budget and propose a 12% increase for water, a 8% increase for sewer and a 1% increase for garbage. The allocations to the FARF funds include \$325,000 to Water, \$70,000 to Sewer, and \$200,000 to Fire.

F-2 Introduce Ordinance 2015-01 Adopting Rates & Charges and Revised District Codes.

Mr. Campbell reviewed Ordinance 2015-01 which will adopt rates and charges and revise District Administrative codes in accordance with these rates. No action is requested at this first hearing of Ordinance 2015-01.

F-3 PUBLIC HEARING to Establish Appropriation Limits for Funds #541-003 and #541-435.

A. Adopt Resolution 2015-05, establishing an Appropriations limit for Fund #541-003 for FY 2015-16 in the amount of \$1,356,213.00.

Mr. Campbell reviewed the item.

B. Adopt Resolution 2015-06, establishing an Appropriations Limit for Fund #541-435 for FY 2015-16 in the amount of \$4,265,570.00.

Mr. Campbell reviewed the item.

F-8 Annual Review of Investment Policy.

Mr. Campbell reviewed the item.

G-3 Administration Report.

Bike Trail Snow Removal Update: Through the end of April, the District has incurred \$31,798.68 in expenses, and is anticipating an additional \$4,500.00 for seasonal wrap-up activities.

Statements and Delinquent Accounts: Staff processed 23 utility statements in early May to customers who are overdue in paying this fiscal year's water, sewer, and/or garbage service. Currently, 22 residential accounts have unpaid balances greater than \$50, for a cumulative total past due balance of \$31,082.76. As standard procedure, any unpaid balances will be forwarded to Placer County in early July to be added onto the corresponding tax roll of the property.

F-9 Sewer & Water Master Plans.

Mr. Geary reviewed the item. There is a financial impact of approximately \$75,000 for the sewer master plan and \$84,000 for the water master plan but it will lay the foundation to fund the District's asset replacement.

No further business coming before the Finance Committee, the meeting was adjourned at 4:50 P.M.

By, K. Obayashi-Bartsch