

SQUAW VALLEY PUBLIC SERVICE DISTRICT

FINANCE COMMITTEE MEETING

DATE: May 26, 2017

Call to order at 9:00 A.M.

Public comment – none

Attendees: Directors Eric Poulsen and Fred Ilfeld (9-9:50 A.M.); Mike Geary, General Manager; Kathryn Obayashi-Bartsch, Secretary to the Board; Pete Bansen, Fire Chief; Allen Riley, Fire Chief and Danielle Grindle, Finance & Administration Manager.

Items reviewed by the Committee include the following:

D-1 Operating Account Check Register: Ms. Grindle reviewed the Operating Check Register numbers 44753-44861 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. Voided checks include #44875 (LINA), #44818 (HDR) and #44853 (Linda McGill) which were misprinted and reissued.

Check Payments:

44755 John Bergmann – dba PrintArt for Prop 218 notices
44756 Donnoe & Associates – written exams for Fire department staff hiring
44761 Thomas Archer – legal services, some is reimbursable
44772 Sierra Chemical – caustic soda
44776 Truckee Tahoe Propane – heating fuel
44778 USA BlueBook – miscellaneous Operations supplies
44787 Mass Mutual Retirement – deferred compensation withholding
44789 Standard Insurance – dental insurance
44792 Truckee Tahoe Propane – heating fuel
44795 Dale Cox – medical reimbursement & monthly compensation
44802 AT&T – phone bills
44804 Atomic Printing –defensible space mailing
44805 Bank Card Center – Fire vehicle heater repair and staff badges
44806 Bank Card Center – plotter, meals and Microsoft 365 monthly subscription
44808 Pete Bansen – reimbursement for supplies
44811 Angela Costamagna – cleaning services
44814 Dept of Forestry & Fire Protection – dispatch services
44815 Donnoe & Associates – written exams for Fire department staff hiring
44816 Farr West Engineering – GIS and asset management services
44820 Liberty Utilities – electricity for all facilities, wells & pumps
44824 Kristopher McCollum – fire vehicle repairs
44828 Pollardwater.com – water parts and scale for chemicals
44840 SWRCB-DWCOP – state annual water system connection fees
44842 Truckee Tahoe Propane – heating fuel
44847 HDR Engineering Inc. – cost of service analysis
44849 LN Curtis & Sons – Fire Department rope, rescue gear and hose
44855 Placer County Environmental – HazMat permit

44857 Sierra Controls – SCADA improvement project

44861 Linda McGill – Fire Department vehicle exhaust system repair

Ms. Grindle reviewed exhibits D-2 through D-7. As introduced in previous months, some of the reports have changed to include a balance sheet for additional information as well as a new Combined Fund report was added. The new report is exhibit D-5-Combined Revenues/Expenditures/Balance Sheet. This new exhibit is for internal use only and not required by governmental accounting.

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

The statement shows 83.3% of the year has elapsed. Revenue is at 95.7% of the annualized budget and expenditures are at 83.1% of the budget.

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

The statement shows 83.3% of the year has elapsed. Revenue is at 89.6% of the annualized budget and expenditures are at 87.7% of the budget. There was discussion about the Strike Team revenue and how it is reported. We do not budget Strike Team revenue as it is unpredictable. The revenue is always greater than actual expenses as we are reimbursed for the expenses as well as a 20% administrative fee.

D-4 Capital Reserve Fund Balance Sheet/Income Statement

The income statement shows 83.3% of the year has elapsed and expenditures are running at 83.3%.

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 83.3% of the year has elapsed and expenditures are running at 85.6%. Revenue is at 99.2% to the budget.

D-6 Fund Balance Statement

The statement shows the highest yielding funds are ProEquities Certificate of Deposit at 2.4%. Placer County Funds (#541-003 and #541-435) are at 1.56% which is lower than last month at 1.58%.

D-7 Bike Trail Snow Removal Expenditure vs. Revenue

The statement shows that 100% of the budget year has elapsed and the year-to-date percentage to budget is 60%. All in-valley contributions have been collected. There was discussion about the future of funding for this program with the NLTRA change in scope of services and possibly revising the budget as expenses were much lower than projected.

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

D-8 Progress Payment – HDR Engineering, Inc. – Water & Sewer Rate Study

D-9 Progress Payment – Sierra Controls – SCADA Improvements 2017

Ms. Grindle and Mr. Geary reviewed the following items:

F-2 1st PUBLIC HEARING to Review FY 2017-2018 Budget and FY 2017-2022 Rates & Charges.

The proposed budget was prepared with a focus on establishing adequate reserves of the District's Fixed Asset Replacement Funds (FARF's) while supporting the required resources to provide consistent and quality utility and fire services to the community.

For 2017-18, staff is proposing contributions to the Water FARF in the amount of \$380,000; to the Sewer FARF in the amount of \$475,000. As a comparison, the 2016-17 FARF contributions are projected to be \$520,000 and \$337,000, respectively. We anticipate growing the Water FARF to \$708,000 in the coming budget year, which is about 47% of what it was at its peak in 2009.

F-3 1st PUBLIC HEARING to Introduce Ordinance 2017-02 – Adopting Rates & Charges and Revised District Codes.

F-4 PUBLIC HEARING to Establish Appropriation Limits for Funds #541-003 and #541-435. Adoption of Resolution 2017-04 will establish an Appropriations Limit for Fund #541-003 for FY 2017-2018 in the amount of \$1,492,156. Adoption of Resolution 2017-05 will establish an Appropriations Limit for Fund #541-435 for FY 2017-2018 in the amount of \$4,865,741.

No further business coming before the Finance Committee, the meeting was adjourned at 10:45 A.M.

By, KOB/DG