

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

**DATE: June 29, 2015**

Call to order at 3:30 P.M.

Public comment – none

**Attendees:** Directors Eric Poulsen and Brian Sheehan; 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 42640 – 42737 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:

- 42640 Dustin Gwerder – payroll
- 42641 Tom Campbell – reimbursement for training GASB 68 & 71 and Fred Pryor seminars
- 42642 Courson Equipment – wacker/tamper
- 42644 Mass Mutual Retirement Services – deferred compensation withholding
- 42649 Margret Urie – logo design
- 42654 Bankcard Center – training registration, baking dishes, Velcro, boot preservative, ant bait, surge protector, hole punch, anti-slip material and captain badge
- 42656 Burtons Fire – pump test on B21, E221, E21 and WT21
- 42657 Cascade Fire Equipment – Scott SCBA annual test
- 42658 Channing Bete – CPR student workbooks
- 42660 DCS Testing & Equipment – annual fire hose test
- 42661 Dept. of Forestry & Fire Protection – dispatch service for January – March 2015
- 42663 Matt Parkhurst – tow hitch for R21
- 42669 Tom Archer – legal services including reimbursed expenses
- 42672 Auerbach Engineering – revise easement drawings for 242 Shoshone
- 42673 BankCard Center – lunch, registration for GM Summit and CSDA conference (reimbursable expenses), webinar registration and Office 365 monthly fee
- 42676 City National Bank – land loan payment for 305 Squaw Valley Road – interest only
- 42680 Hunt & Sons – unleaded and diesel fuel
- 42681 Jack Henry & Associates – check scanner license for FY 15/16
- 42682 Liberty Utilities – electricity for all facilities
- 42683 Office Depot – office supplies
- 42685 PAC Machine Company – camlock suction hose
- 42690 Accela Inc. – Springbook accounting software
- 42693 Standard Insurance – dental insurance
- 42695 Technique Data Systems – check scanner software agreement
- 42697 Truckee Tahoe Propane – heating fuel
- 42704 Mark Bechdolt – sewer televised inspection services of siphon
- 42707 Angela Costemagna – cleaning services
- 42710 HydroMetrics WRI – model simulation data for Sierra Watch records request (reimbursable)
- 42711 Jensen Precast – manholes, covers and frames
- 42713 Lance Poulsen – refund Meadows End utility deposit
- 42716 Mass Mutual Retirement Services – deferred compensation withholding

- 42720 Alexandra Poulsen – refund Meadows End utility deposit
- 42721 Eric Poulsen – refund Meadows End utility deposit
- 42723 Silver State Elevator Co. – elevator repair and maintenance services
- 42726 Truckee Tahoe Propane – heating fuel
- 42727 Stanley Trumbull – Information Technology services
- 42728 US Postal Service – postage for meter
- 42729 Western Nevada Supply – meter testing supplies and manhole E-30 sealant/primer
- 42731 Aspen Developers – Aspens Sewer Realignment project payment including release of retention
- 42732 Farr West Engineering – Water Supply Assessment update and VueWorks implementation
- 42733 Folsom Lake Ford – Fire Chief vehicle replacement
- 42734 Lakeside Paving – paving & sealing project 2015
- 42735 LN Curtis – Fire turnout gear
- 42736 Mark Bechdolt – Sewer TVI project payment and release of retention
- 42737 Tahoe Truckee Sierra Disposal – quarterly garbage payment

D-2 Operations Enterprise Fund: Mr. Campbell said the statement for the current fiscal year shows 92% of the year has elapsed and expenditures without depreciation are running at 79.8% of the annualized budget or 12.2% favorable.

D-3 Fire Government Fund: Mr. Campbell said the Fire statement for the current fiscal year shows 92% of the year has elapsed and expenditures without depreciation are running at 93.9% of the annualized budget or 1.9% 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.

D-6 Tahoe Truckee Sanitation District 4<sup>th</sup> Quarter Payment: Mr. Campbell reviewed the item.

Payments:

D-6 Tahoe Truckee Sanitation District 4<sup>th</sup> Quarter Payment: 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 – Water Supply Assessment: Mr. Campbell reviewed the item.

D-9 Progress Payment – Lakeside Paving – Paving Project 2015: Mr. Campbell reviewed the item.

D-10 Progress Payment – Aspen Developers – Aspen Sewer Realignment: Mr. Campbell reviewed the item.

D-11 Progress Payment – Mountain Pipeline – Sewer TVI Project: Mr. Campbell reviewed the item.

Other Business: The Committee reviewed the following items which will be brought forth to the full Board for consideration at the regular meeting on June 30, 2015.

F-1 2<sup>nd</sup> PUBLIC HEARING to Approve 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.

Director Poulsen commented on the budget's historical reference in terms of the growth of revenue and expense.

F-2 2<sup>nd</sup> PUBLIC HEARING of Ordinance 2015-01 Adopting Rates & Charges and Revised District Codes.

Mr. Campbell reviewed the item which will adopt rates and charges and revise District Administrative codes in accordance with these rates.

F-3 PUBLIC HEARING to Request Placer County to Collect Delinquent Charges.

Mr. Campbell reviewed the item. Currently, 17 residential accounts have unpaid balances greater than \$50, for a cumulative total past due balance of \$23,141.08. 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-8 Acceptance of Grant Award from Placer County Water Agency (PCWA).

Ms. Obayashi-Bartsch reviewed the item. This is a grant award contract of \$7,500 for the Water System Master Plan.

F-9 Approval of McClintock Accountancy Audit Engagement – 2015.

Mr. Campbell reviewed the item. The Board will be asked to approve the audit engagement terms and authorize the General Manager to execute the engagement letter for an additional \$5,000.

G-3 Office/Administration Operations Report.

Mr. Campbell said there was an attempted potential fraud, where an email request to wire funds was disguised under a staff's identity. The District's internal controls and policies prevented this request from being processed and the incident has been reported to the Placer County Sheriff. Staff is notifying the credit bureaus to issue a "stop credit", while establishing a credit authentication protocol.

No further business coming before the Finance Committee, the meeting was adjourned at 4:30 P.M.

By, K. Obayashi-Bartsch