

**SQUAW VALLEY PUBLIC SERVICE DISTRICT  
FINANCE COMMITTEE MEETING  
DATE: October 28, 2019**

Call to order at 9:00 A.M.  
Public comment – none

**Directors Present:** Directors Katy Hover-Smoot and Victoria Mercer

**Attendees:** Jessica Asher, Board Secretary; Mike Geary, General Manager; Danielle Grindle, Finance & Administration Manager; Jessica Grunst, Account Clerk II/HR Specialist; and Allen Riley, Fire Chief.

Items reviewed by the Committee include the following:

D-1 Operating Account Check Register: Ms. Grunst reviewed the Operating Check Register numbers 47438-47542 and ACH payments. Staff provided an explanation of the payments greater than \$800.00 and gave a summary of electronic payments (ACH).

Check #	Name	Amount (\$)	Description
47438	A. Teichert & Son, Inc.	1,266.70	Drain Rock, Cut Back Temp Asphalt, Base Rock
47440	Andregg Psomas	4,157.50	Truckee River Siphon Replacement Project-Survey
47442	Angela M Costamagna	1,012.50	Office & Community Room Cleaning
47445	Farr West Engineering	27,067.50	Truckee River Siphon Progress Payment, and RSC
47446	Hunt & Sons, Inc.	1,383.20	Diesel & Regular Fuel
47449	MassMutual Retirement Services	5,276.93	Deferred Comp
47450	McClintock Accountancy Corp	2,350.00	Progress Payment #1 for FY18/19 Audit
47454	Placer County Air Pollution	3,243.18	Operating permits for all generators-Boilers, 1810, 305, wellhouse
47457	Tahoe Truckee Sierra Disposal	64,146.41	Quarterly garbage payment
47459	Nicholas Cherne	3,000.00	Paramedic Program Incentive Reimb for 2019 Calendar
47460	Aladtec, Inc.	2,995.00	Fire Scheduling Software- Tech Upgrade
47464	Creekside Electrical	11,219.00	Furnish and Install New VFD for Well 5R
47465	Cruz Construction Company, Inc	142,346.35	Progress Payment for the Truckee River Siphon Project
47474	Alsea Geospatial, Inc.	2,640.00	Incident View Nov 2019-Oct 31 2020 Yearly subscription
47476	AT&T	1,418.52	SCADA Lines, Elevator Lines, Fax Lines
47477	Bauer Compressors	842.79	Annual Air Compressor Maintenance- Fire
47483	Helly Hansen (US) Inc.	1,138.17	Ops PPE/ Winter Jackets
47484	Hunt & Sons, Inc.	1,483.95	Diesel & Regular Fuel
47487	Liberty Utilities	5,850.89	Electric All Locations

47495	Nielsen Merksamer Parrinello Gross & Leoni, LLP	5,772.00	OMP Legal
47497	Pape Machinery Inc.	3,407.12	Forks for Backhoe
47501	Purchase Power	1,210.50	Qtrly postage meter lease-UD
47505	Standard Insurance Company	3,008.44	Dental Insurance
47510	Thatcher Company, Inc.	3,871.91	25% Caustic soda solution
47511	Thomas S Archer	2,404.00	General Legal Services, and RSC billable
47514	USA BlueBook	3,639.81	Chemical Pump Parts & Safety Gear
47518	Western Nevada Supply Co.	1,971.53	Parts for Hydrant Replacement, Water Meter Boxes & Sewer Cleanout Boxes
47520	Katherine Hover-Smoot	1,108.20	Two Months Paychecks
47521	Andregg Psomas	5,900.00	Truckee River Siphon Replacement Project
47522	Burttons Fire, Inc	1,280.00	On Site Mobile Pump Testing
47523	California Special Districts	7,077.00	2020 CSDA Membership Renewal
47527	Farr West Engineering	28,331.50	General Engineering Services+ General Services, TRSP and RSC
47528	Holdrege & Kull Consulting	1,036.25	Truckee River Siphon Capital
47532	McClintock Accountancy Corp	2,975.00	FY18/19- Audit Services Payment # 2
47533	Nielsen Merksamer Parrinello Gross & Leoni, LLP	1,992.00	OMP Legal - CFD Measure
47537	Sierra Controls, LLC	2,165.85	Scada Repairs
47539	Truckee Tahoe Propane	3,941.48	Heating fuel- 305 and 1810
47541	U.S. Bank Corp Payment System	1,097.37	Water and Sewer Tools, Flagger and Traffic Control Training Ty and Nic
47542	Weco Industries, Inc.	4,881.05	Capital I&I Project

Director Mercer asked for explanation on the payment to the SF Chronicle. Chief Riley responded that it is the annual payment for newspaper delivery to the Fire Department.

Ms. Grunst provided the Directors with a handout outlining the scope, purpose and details of the Fire Department Employee Paramedic Incentive Program and Chief Riley provided further information on the program.

Chief Riley provided further detail on the annual payment to Aladtec, Inc. and explained the Fire Department scheduling and why the technology will be helpful.

Director Mercer asked the total legal fees for the Olympic Meadow Preserve project to date. Ms. Grindle said it was approximately \$10,000. Since some legal expenses were unexpected, the project will possibly be over-budget this year.

Mr. Geary said that reimbursable expenses are billed to respective private entities for developer-driven projects that require District oversight and include staff and consultant labor for items such as construction observation and plan review. All reimbursable expenses have 10% added for administrative expenses.

Mr. Geary said that due to September's meeting being earlier than normal there are some payments that have two payments this month which is atypical. Due to the abnormal schedule in November and December the Board can expect that monthly payment patterns will be skewed.

Ms. Grindle reviewed exhibits D-2 through D-7:

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

The statement shows 25% of the year has elapsed. Revenue is at 92% of the budget and expenditures are at 25% of the budget. In total, compared to last the prior year at this time, the net surplus is \$149,000 higher.

Ms. Grindle reviewed and explained each line item of the Operations Enterprise Income Statement and Balance sheet.

Director Hover-Smoot asked on average what the District's surplus/deficit is. Ms. Grindle said it varies dramatically year to year but next month we can review this in more detail while reviewing the Audit. Review of the proposed Reserve policy will also outline the District's goals.

Ms. Grindle and Mr. Geary provided background on Governmental Accounting Standards Board (GASB) 68 and 75 and reviewed the liabilities associated with CalPERS pension and other post-employment benefits (OPEB).

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

The statement shows 25% of the year has elapsed. Revenue is at 25% of the budget and expenditures are at 25% of the budget. Compared to last the prior year at this time, the net surplus is \$80,000 lower. This is primarily due to not assisting in wildland fires year to date. Ms. Grindle reviewed and explained each line item of the Fire Department Income Statement and Balance sheet.

Ms. Grindle provided a brief overview of the analysis she completed regarding switching from part-time firefighters to seasonal firefighters however more discussion between staff is required. Chief Riley discussed staffing and scheduling.

D-4 Capital Reserve Fund Balance Sheet/Income Statement

The income statement shows 25% of the year has elapsed. Revenue is at 7% and expenditures are at 25%. Connection fees are higher than normal due to multiple new connections at the Palisades. Ms. Grindle reviewed each line item of the report.

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.), governmental operations (Fire Dept.), and Capital Reserves. The statement shows 25% of the year has elapsed, revenue is at 50% and expenditures are at 25%.

D-6 Fund Balance Statement

The statement shows the highest yielding funds are Pro Equities Certificate of Deposit #2 at 3.10%. The Pro Equities Certificate of Deposit #3 is at 2.70% and Pro Equities Certificate of Deposit #1 is at 2.40%. Total on hand is \$9.4M which is very similar to last year's cash-on-hand.

D-7 Capital Improvement Financial Progress Report

Ms. Grindle reviewed the quarterly report, including the status of the projects.

Ms. Grindle reviewed the following payments:

D-8 Progress Payment – McClintock Accountancy – Fiscal Year 2018-2019 Audit

Mr. Geary reviewed the following progress payments:

D-9 Progress Payment – Farr West Engineering – Truckee River Siphon Inspection

D-10 Progress Payment – Farr West Engineering – Resort at Squaw Creek Inspection

D-11 Progress Payment – Andregg Psomas – Truckee River Siphon Construction Survey

D-12 Progress Payment – Cruz Construction – Truckee River Siphon

D-13 Progress Payment – NV5 – Truckee River Siphon

D-14 Progress Payment – Weco Industries – I & I Improvements

F-7 Annual Review of Financial Reserves Policy

Mr. Geary and Ms. Grindle reviewed the proposed changes to the Financial Reserves Policy. In general the policy is being updated to make it more user friendly and specific to the District's accounts. The District's capital replacement plan forecasts the next 100-years so that every asset is replaced at least once in the timeline to ensure capital replacements can be funded without going into debt or imposing sharp rate increases. This longer-than-average timeline for capital replacements is one reason why the District's rates are higher than some neighboring Districts.

No further business coming before the Finance Committee, the meeting was adjourned at 10:50 A.M.

By, JA/DG