

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #866
FEBRUARY 25, 2020**

*Agenda with board packet and staff reports is available at the following link:
<https://www.svpsd.org/board-agenda-february-2020>*

A. Call to Order, Roll Call and Pledge of Allegiance. President Dale Cox called the meeting to order at 8:30 a.m.

Directors Present: Directors: Dale Cox, Katy Hover-Smoot, Bill Hudson, Fred Ilfeld, and Victoria Mercer

Directors Absent: None

Staff Present: Thomas Archer, District Counsel; Jessica Asher, Board Secretary; Brandon Burks, Operations Superintendent; Mike Geary, General Manager; Danielle Grindle, Finance & Administration Manager; Jessica Grunst, Account Clerk II and Human Resources Specialist; Fabienne Gueissaz, Office Supervisor; Dave Hunt, District Engineer; Allen Riley, Fire Chief; Tyler Trojan, Junior Engineer.

Others Present: Bruce Hutchinson, Jean Lange

President Cox asked Jean Lange to lead the Pledge of Allegiance.

B. Community Informational Items.

B-1 Friends of Squaw Creek (FOSC) – None.

B-2 Friends of Squaw Valley (FOSV) – None.

B-3 Squaw Valley Design Review Committee (SVDRC) – None.

B-4 Squaw Valley Municipal Advisory Council (SVMAC) – None.

B-5 Squaw Valley Mutual Water Company (SVMWC) – None.

B-6 Squaw Valley Property Owners Association (SVPOA) – None.

B-7 Mountain Housing Council of Tahoe Truckee (MHC) – None.

B-8 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox provided a brief update and noted that the SVPSD Board and administration staff would tour the T-TSA facility today.

B-9 Capital Projects Advisory Committee (CAP) – Ms. Grindle stated that the Committee would meet at 4:30 on Thursday 2/27/20 to discuss a 3rd round of project funding.

B-10 Firewise Community – Chief Riley and Mr. Geary provided background on the requirements to become a Firewise Community. The community risk assessment is being performed now and once complete, a 5-year action plan will be written.

C. Public Comment/Presentation.

None.

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Mercer convened with staff on February 24, 2020 from approximately 4:00 – 4:45 p.m. to review items D-1 through D-10 and other finance related items

APPROVED

SIGNATURE: 

DATE: 3-31-2020

on the agenda. Director Mercer provided a summary.

Mr. Burks stated that the two employees classified as “Operations Trainee” have been participating in an apprenticeship program which will provide reimbursement for some of their training. Mr. Burks provided a brief summary of the program. Director Mercer said she is happy with the staff’s efforts to meet and exceed training expectations.

Director Hudson asked if there were any budget concerns as the Fiscal Year approaches an end. Ms. Grindle responded that generally she did not have concerns, but that this topic will be discussed at length during the March Board Meeting as part of the first budget review.

Public Comment –

Jean Lange asked for information on the Operations Department on-call policy during an emergency. Mr. Burks explained that there is always one person on-call, other employees would respond to an emergency on a voluntary basis.

Director Hover-Smoot made a motion to approve the financial consent agenda which was seconded by Director Ilfeld. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

E. Approve Minutes.

E-1 Minutes for the Board of Directors Regular Meeting of January 28, 2020.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of January 28, 2020.

Director Hover-Smoot made a motion to approve the minutes for the Board of Directors meeting of January 28, 2020 which was seconded by Director Hudson. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F. Old & New Business.

F-1 Introduce Ordinance 2020-01 “Adopting a Fire and Life Safety Cost Recovery Schedule”

The Board reviewed the item, waived the first reading of Ordinance 2020-01 and accepted public comment.

Chief Riley and Ms. Asher reviewed proposed Ordinance 2020-01 to adopt a Fire and Life Safety Cost Recovery Schedule.

Staff clarified that previously the District has not tracked or billed these expenses. A Director noted concern that Chief Riley would be performing most, if not all, of these inspections. Chief Riley responded that he is the only person legally able to perform many of the inspections.

Public Comment – None.

Director Ilfeld made a motion to waive the reading of Ordinance 2020-01, which was seconded by Director Hudson. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-2 Introduce Ordinance 2020-02 “Adopting Revisions to the District Administrative Code Chapter 2– Sanitary Sewer Service Code”

The Board reviewed the item, formally waived the first reading of Ordinance 2020-02 and accepted public comment.

Mr. Geary reviewed proposed Ordinance 2020-02 to adopt revisions to the District Administrative Code- Chapter 2 – Sanitary Sewer Service Code which was reviewed with the Water and Sewer Committee on February 21, 2020. The primary proposed changes include updating definitions within the Sewer Code to align with the Water Code, providing clarification on sewer connection fee charges and ensuring consistency with state laws regarding accessory dwelling units (ADUs), and implementing additional testing requirements for private sanitary sewer facilities. Mr. Geary discussed the importance of each of these proposed changes.

The Directors expressed that lateral pressure testing at the transfer of ownership is sensible but that there are concerns related to testing private property on a regular schedule (every 10 years), specifically the proposed language of Item 9 within Section 10.02, *“At the discretion of the General Manager, all building laterals may be tested every ten (10) years.”*

Mr. Archer clarified that the Ordinance as proposed does not allow unrestricted access to private property by District personnel but includes activities that prompt when pressure testing would be required.

There was a discussion about the test procedure, and the range of costs associated with performing the tests, installing cleanouts, finding laterals, and repairing or replacing laterals.

The Board requested staff return to the Board with more information including: the cost of testing; the cost to prepare a home for testing (i.e., installing cleanouts); the costs in the event of

a failed test (i.e. unit costs of spot repair through linear costs of lateral replacement); the percentage of laterals that pass sewer lateral pressure tests based on age of home; the age of homes in the Valley; the frequency of house ownership transfer; and an expanded explanation regarding the concerns and related costs if action is delayed.

There was a discussion about the public health and safety concerns associated with the threats this program would aim to reduce including infiltration and inflow, exfiltration, and sanitary sewer overflows.

The Board said it is important that we not “penalize” homeowners because the District has not required sewer lateral pressure testing at the transfer of home ownership until this point and suggested that staff monetize the need to test now and how the lack of testing may come back in the form of higher rates or taxes when there are more issues. Mr. Geary explained that the cost to the District argument is likely the least compelling of the reasons to implement a testing program.

A specific concern was expressed regarding the word “discretionary” in Item 9 within Section 10.02. Mr. Geary said he would remove this item entirely.

The consensus from the Board was to start requiring sewer lateral testing at transfers of homeownership only and to further discuss the implementation plan in conjunction with the information requested to evaluate the advantages and disadvantages of being more proactive. Mr. Geary said that the proposed Ordinance, if passed, would give the District the authority to conduct sewer lateral tests and that staff would commit to providing the Board further information and seeking authorization from the Board to initiate an implementation plan for testing homes *not* in the process of a transfer of ownership.

Public Comment –

Jean Lange asked if homeowners would notice a problem in a sewer lateral. Mr. Geary responded that it would depend on the problem. For example, root intrusion could create a stoppage which could result in a sewer overflow, which would be noticed; however, infiltration and inflow would go unnoticed.

Jean Lange asked how the agencies know there is infiltration and inflow (I&I). Mr. Geary responded that agencies track flow data daily and dry weather base flows are compared to wet weather peak flows. Mr. Burks explained the procedures the Operations Department implements to find I&I including monitoring flow meters for sub-drainage areas and manually inspecting manholes during rain events. Mr. Burks also provided detail on the concerns related to I&I including sanitary sewer overflows, exceedance of conveyance capacity, and increased treatment costs.

Jean Lange asked about homeowners using camera technology compared with pressure testing. Mr. Geary and Mr. Burks explained that a pressure test is the most accurate and least expensive way to determine if there is an issue and then a camera can be used to identify

what and where the issue might be. TV cameras alone are not as effective for private laterals.

Bruce Hutchinson asked how many homes in the valley are estimated to not have cleanouts and for an estimate of the cost to install one. The consensus was that there are likely many homes without cleanouts.

Mr. Hutchinson asked if it was known how much I&I was coming from the District system vs. private systems. Staff responded that this information is not known.

Director Hudson made a motion to waive the reading of Ordinance 2020-02, which was seconded by Director Mercer. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-3 Award contract for 1810 Facility Roof Replacement Project

The Board reviewed the item, accepted public comment, approved the contract with Mountain Valley Roofing in an amount not to exceed \$151,842.50 and authorized the General Manager to execute all contractual documents. The Board also approved amendments to the fiscal year 2020 sewer, water, fire and garbage fixed asset replacement funds (FARFs) in the amount of \$20,000.

Mr. Trojan reviewed the staff report. The roofs of the Administration Building and Fire Station at 1810 Squaw Valley Road are approximately 30 years old and in failing condition. The scope of the project encompasses the overlaying of a new Styrene-Butadiene-Styrene (SBS) and A-Tactical Polypropylene (APP) modified asphalt roof over the existing asphalt built up roofing system that is currently in place on both buildings and is further described in the agreement.

Mr. Trojan provided project history which included soliciting bids in 2015 and 2019, however the bids at that time were unacceptable. Over the winter months staff again solicited bids from local roofing companies. Mountain Valley Roofing's (MVR) bid was in the amount of \$151,842.50. The proposal included all repairs of existing soft spots in the current roof's base as well as a torch down roofing system backed by a 20-year warranty.

Anticipating the need for roof replacement staff included a line item in the budget in the amount of \$150,000 from the Fixed Asset Replacement Fund (FARF). This line item included \$12,500 for consulting services for design and construction inspection, as well as \$137,500 for construction costs. With MVR's proposal of \$151,842.50 a budget amendment will be necessary to complete this project. Staff requested a budget amendment in the amount of \$20,000 to cover the additional costs for construction as well as additional contingency to cover unforeseen circumstances during construction.

Mountain Valley Roofing, with a principal office in Gardnerville NV, would begin project field work after April 1, 2020 (likely starting in mid-April) and would complete the work within 45 days from the commencement of field work, and no later than June 30, 2020.

The board discussed the impact to the budget, the project cost, the type of roof construction and the resiliency of the composition.

Public Comment – None.

Director Mercer made a motion to Accept the proposal from MVR in the amount of \$151,842.50 and authorize the General Manager to execute all contractual documents; and approve an amendment to the FY20 Sewer, Water, Fire, and Garbage FARF's in the amount of \$20,000, which was seconded by Director Ilfeld. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-4 Budget Preparation Schedule.

The Board reviewed the item and accepted public comment.

Mr. Grindle reviewed the staff report. The only change from the published staff report is that the finance committee will meet on March 20th rather than March 19th. In contrast to previous years, the Ordinance to approve the budget, rates and charges will be introduced in May and have only one public hearing in June, rather than hosting two public hearings.

Public Comment – None.

F-5 California Special Districts Association (CSDA) – Board of Directors Nominations Seat C

The Board reviewed the item, accepted public comment and did not nominate a candidate.

Ms. Asher reviewed the staff report.

Public Comment – none

F-6 Parental Leave Laws and Policies

The Board reviewed the item and accepted public comment.

Mr. Geary introduced the item and Ms. Grunst reviewed the staff report and exhibits.

Ms. Hover-Smoot said that she is happy to be located in a progressive state with better state parental leave policies than much of the County, and is happy to hear that the District allows for flexible use of the policies, in accordance with state and federal laws.

Director Mercer would like to have staff consider the possibility of flexible hours to support both new parents and other staff. Mr. Geary responded that a flexible schedule and telecommuting are available at the General Managers discretion.

Public Comment – none

G-1 Fire Department Report

Chief Riley reviewed the report.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report.

G-3 Engineering Report

Mr. Hunt reviewed the report, discussed active engineering projects as summarized in the staff report and upon request provided background on the PlumpJack Well Project. Mr. Geary provided an update on the prioritization of the water supply capital projects.

G-4 Administration & Office Report

Ms. Asher reviewed the report. There was a discussion on the retention schedule for audio files with the general consensus that retaining audio files for one-year would strike a balance between the minimum requirement of one-month, the Secretary of State's recommendation of three-months and the current practice of ten years.

G-5 General Manager Report

Mr. Geary reviewed the report.

G-6 Legal Report (verbal)

Mr. Archer had no comments

G-7 Directors' Comments (verbal)

Director Ilfeld discussed that the Centers for Disease Control and Prevention (CDC) has announced that the Coronavirus is likely to become a national issue. Dr. Ilfeld would like staff to talk with public health officials at the County and potentially at the state-level about precautions and the vulnerabilities of our area and to use the District's communications tools as needed to provide information to the community.

H. Adjourn.

Director Mercer made a motion, seconded by Director Hover-Smoot to adjourn at 11:36 a.m. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

By, J. Asher