

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #868
APRIL 28, 2020**

Agenda with board packet and staff reports is available at the following link:

<https://www.svpsd.org/board-agenda-april-2020>

A. Call to Order, Roll Call and Pledge of Allegiance. President Dale Cox called the meeting to order at 8:32 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; 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; Chris DeDeo, Fire Captain; Brad Chisholm, Fire Captain; Tyler Trojan, Junior Engineer; Joshua Wilson, Operations Specialist III.

Others Present: Jean Lange, Mike Carabetta, Matt Van Dyne.

President Cox asked Mr. Hunt 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) – Mr. Geary provided an update on behalf of the SVMWC. SVMWC entered into USDA loan #2, which will fund the rehabilitation and pump replacement for Wells 1 and 2, update the automatic monitoring system, update the wellhouse building and sewer line, and fund the installation of security fencing and snow protection for Well #2. The total estimated cost for those projects is \$372,000

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

B-7 Mountain Housing Council of Tahoe Truckee (MHC) – Director Ilfeld provided a report. MHC exceeded their three-year goal of having 300 new units of affordable housing in the Tahoe region; there are now 413 new units either completed or in progress. The next goal is to continue planning regionally, provide support with funding, and to have a housing hub.

B-8 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox provided a brief update. TTSA conducted their regular meeting virtually. They met all discharge requirements.

B-9 Capital Projects Advisory Committee (CAP) – Ms. Grindle stated that the Committee did not meet last month but will meet later this week.

B-10 Firewise Community – Mike Carabetta provided an update. The Firewise Community completed their application, and it was accepted by the National Fire Protection Association on April 15, 2020. The committee created a website, www.ovfirewise.net, and are working with Captain DeDeo and Jessica Asher to add it to the Defensible Space Mailings, the District website, and the

APPROVED

SIGNATURE: 

DATE: 6/2/20

summer newsletter. Director Hover-Smoot, Chief Riley, Director Ilfeld and Mr. Geary all thanked Mr. Carabetta, Dave Stepner, Captain DeDeo and the rest of the members of the Firewise Community Committee for their efforts in gathering the information and taking the steps to get it off the ground. Mr. Carabetta said their next step is working to secure grants.

C. Public Comment/Presentation.

Director Mercer spoke on behalf of community members she met on a walk – they requested that crosswalks be added from residential streets to bike path, and directional signs for walkers and bikers on the bike trail. Mr. Geary said the bike trail is operated by Placer County, and that staff would reach out to the county.

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Mercer convened with staff on April 27, 2020 from approximately 3:00 - 4:15 p.m. to review items D-1 through D-10 and other finance related items on the agenda. Ms. Grindle provided a summary. Director Mercer said there is a more in-depth discussion about Fire Department staffing and ambulance costs later in the meeting, and that the budget next month would be reviewed in more depth regarding the District's response to the COVID-19 pandemic.

Public Comment – none.

Director Hover-Smoot made a motion to approve the financial consent agenda which was seconded by Director Ilfeld. A roll call vote was taken. 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 March 31, 2020.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of March 31, 2020.

Director Hudson made a motion to approve the minutes for the Board of Directors meeting of March 31, 2020 which was seconded by Director Mercer. A roll call vote was taken. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F. Old & New Business.

F-1 Community Update – SVPSD Response to COVID-19

The Board reviewed the item and accepted public comment.

Each staff member provided an update on how their work and Department has continued to adjust to respond to the Coronavirus pandemic. Items discussed included how District staff is using Teams to keep in contact via chat and video meetings, continued public-closure of the building and meeting room, continued cleaning and sanitation policies, changes to human resource laws, coordination with HR peers at other agencies, and changes to Fire Department training for wildfire season preparedness.

The Board discussed how Coronavirus impacted them personally and professionally.

Public Comment – None.

F-2 Fire Department Staffing Levels and Ambulance Service.

A. Staffing Levels.

The Board reviewed the item, accepted public comment and directed staff to include an increase in staffing levels in the Fire Department from 4/3 staffing to 5/4 staffing in the FY 2020-21 Annual Budget.

Chief Riley reviewed the proposal to increase Fire Department staffing levels from 4/3, which requires 4 people staffed with a 3-person minimum, to 5/4, with 5 people staffed and a 4-person minimum.

Chief Riley worked with Ms. Grindle to increase the number of staff on duty without increased labor costs. Some neighboring departments use seasonal firefighters, from December 15 to April 30 and from June 15 to October 15. They work a regular schedule at a part-time wage. It is more cost effective to employ seasonal firefighters to increase staff, instead of paying overtime to full time employees. During shoulder season, full time employees would need to work overtime to maintain 5/4 staffing. Staffing at 5/4 complies with OSHA, which dictates that without 4 people on scene, no one can enter a dangerous situation.

Director Mercer asked if it is more desirable to be a part-time or seasonal firefighter. Chief Riley said Truckee & Northstar both use seasonal employees now and have had success with testing in the last couple months.

Director Hudson asked what the approximate percentage of shifts that someone calls in sick or uses vacation, and how much overtime is currently paid out to full time staff. Chief Riley said that generally every other day there is someone on a shift that is out on leave. Ms. Grindle said that in FY2020, the District paid \$120k in overtime.

Director Hudson asked if the Fire Department would consider 4/3 during shoulder season and 5/4 during busy times. Chief Riley said he would prefer to maintain that 4-person staffing throughout the year, since a minimum of 4 people are required to operate ambulance services.

Director Mercer asked for clarification if the Department would be able to provide ALS service if staffing dropped to 4/3 during shoulder season. Chief Riley stated that the Department would have to call in mutual aid to cover the station while the ambulance was in transport, and the fire engine would have to sit on the side of the road until the ambulance returned.

Director Hudson asked if the District could only have ambulance service periodically and use mutual aid the rest of the time. Chief Riley clarified that once a department is an ALS provider, they are required to provide service all the time.

Director Hudson suggested that the Board review item F2-B prior to voting on item F2-A. Mr. Geary agreed, since staff is looking for direction from the Board to include both items in the budget.

Public Comment – None.

B. Ambulance Service Cost / Benefit Analysis.

The Board reviewed the item, accepted public comment and directed staff to include in the Annual Budget for FY 2020-21 estimates of revenues and expenses to provide ambulance services and to continue preparations to implement ambulance service including continued research and analysis, acquisition of capital and equipment, creation of business partnerships required for support, and planning for operational adjustments in the Fire Department.

Chief Riley reviewed the proposal for the Squaw Valley Fire Department to increase the level of service to provide ambulance services (ALS Transport). Other local fire agencies staff on a 5/4 basis, with a 4 person minimum: two firefighter/paramedics in an engine and two in an ambulance. Ambulance staff carry turnout gear so they are prepared to respond to a fire. Fire Department staff are currently trained and experienced in ALS care, and are certified to drive an ambulance; part-time/seasonal staff would need to be trained. Sometimes, Fire Department staff treat the patient and transport to the hospital with the patient in a North Tahoe Fire ambulance. The District does not get reimbursed for its wages.

Because there are ALS providers at the ski resort and at Tahoe Truckee Medical Group, Fire Department staff are often unneeded, which is tough on Department morale and makes it difficult to maintain staff skills. Director Mercer clarified that the morale issue is the reason several firefighters quit and take jobs with other departments with ALS services; job enrichment is increased with ambulance service.

Potential drawbacks include short staffing while patient is in transport, an increase in work for maintenance checks and cleaning, and the increased costs for purchasing the ambulance.

Director Hudson asked if it was required to have two ambulances in the District. Mr. Geary said that it is required, but for the first 7 years, the District would only have one, with the stipulation that if it breaks down, a neighboring department would lend the Department one.

Director Hudson said that with current financial times, it would be smart to build in some flexibility, in regard to staffing less during shoulder season. He asked for comments from fire staff on the call. Captain Chisholm said that at the fire chief symposium they said to always staff for a fire, and from there branch off and cover EMS and medical calls. By having 4 staff on, Chief Riley is staffing for a fire, which is the industry standard.

Director Hover-Smoot asked what the financial risk to the District, especially in the current financial environment. Ms. Grindle said that without ambulance service, the 5- and 10-year projections show the Fire Department with a deficit. With ambulance service and purchasing a surplus ambulance from Truckee, the deficit is notably reduced. In the FY2021 budget, Ms. Grindle does not include any income from providing ambulance service.

Mr. Geary stated that Fire Department staff have reached out to neighboring agencies to find how much revenue they collect from transporting patients. Staff found that every year 140 patients are transported out of the District. The average billing is \$2,950 per ride, with a 60% collection rate; most departments pay a 3rd party vendor to administer collections. Mr. Geary said the risk is minimal, especially with Ms. Grindle's cautious look at income for the 2021 budget.

President Cox commended Chief Riley for his work but wanted clarification on how an additional expense would affect paying down the UAL. Mr. Geary directed everyone to look at pages 8 and 9 of the Board Report for F2-B to see the difference in the Fire Department FARF with and without ambulance service. With an ambulance service, the financial burden is reduced, and quality of service for the community is increased.

Director Hover-Smoot stated that she supported the addition of ambulance service, since Ms. Grindle evaluated the worst-case scenario and long-term projections.

Director Mercer asked how the addition of extra staff and an ambulance would affect strike teams. Chief Riley stated that the Department would have to be able to staff Station 21 in Squaw Valley with a minimum of 4 employees prior to committing a Strike Team to a wildland fire.

Mr. Geary clarified that the decision presented to the Board does not carry significant financial risk. These commitments can be undone if an error is found during further planning. If the current levels of financial uncertainty increase due to the COVID-19 pandemic, the Board and staff can reverse course.

Public Comment – None.

For agenda item F-2A, Director Hudson made a motion to include an increase in staffing levels in the Fire Department from 4/3 staffing to 5/4 staffing in the FY 2020-21 Annual Budget. The motion was seconded by Director Hover-Smoot. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes
Mercer – Yes

For agenda item F-2B, Director Ilfeld made a motion to approve to include in the Annual Budget for FY 2020-21 estimates of revenues and expenses to provide ambulance services and to continue preparations to implement ambulance service including continued research and analysis, acquisition of capital and equipment, creation of business partnerships required for support, and planning for operational adjustments in the Fire Department. The motion was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes
Hover-Smoot – Yes
Hudson – Yes
Ilfeld – Yes
Mercer – Yes

F-3 Second Draft of FY 2020-2021 Budget and Rates.

The Board reviewed the item and accepted public comment.

This item was reviewed in detail during the Finance Committee yesterday. Ms. Grindle reviewed the report. Large projects include the West Tank Recoating and Water Meter Replacement Projects. Ms. Grindle reviewed the District's plan to pay down the unfunded accrued liability (UAL) to a 90% funded level in the next 3-5 years. The budget includes the ambulance & staffing changes from F-2.

Ms. Grindle attended multiple webinars regarding impacts to government budgeting in response to the pandemic. While many public agencies are bracing for shortfalls in revenue, others are cautiously waiting to see how to best budget with high levels of uncertainty. Acknowledging the financial challenges some of the District's customers may be facing, staff intends to re-evaluate proposed rate increases. Director Hudson thanked Ms. Grindle for looking into all avenues, and for looking into reducing rates for the District's customers. The budget has not been changed yet, but Ms. Grindle will change it prior to next meeting. Revenue from water consumption will be reduced due to the ski resort being closed.

Director Mercer discussed staff's plan to look into USDA loans in order to get low interest loans, and redirect existing funds to pay down the UAL and other loans with high interest rates.

Public Comment – none.

F-4 Financial Audit Services – Three-Year Agreement for FY 2020-2022.

The Board reviewed the item, accepted public comment, approved the contract with McClintock Accountancy in the amount of \$55,800.00, and authorized the General Manager to execute all contractual documents.

Ms. Grindle reviewed the staff report. Ms. Grindle distributed a Request for Proposal (RFP) in April to solicit bids for auditing services. The District received five bids. McClintock Accountancy, located in

Tahoe City, came in significantly lower than the other accounting firms. McClintock Accountancy will begin work July, 2020.

Public Comment – None.

Director Ilfeld made a motion to approve the contract with McClintock Accountancy in the amount of \$55,800.00, and authorized the General Manager to execute all contractual documents. The motion was seconded by Director Mercer. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-5 West Tank Recoating Project – Hydraulic Modeling and Design Services – Farr West Engineering.

The Board reviewed the item, accepted public comment, approved the contract with Farr West Engineering in the amount not to exceed \$23,203.00, and authorized the General Manager to execute all contractual documents.

Mr. Hunt reviewed the staff report. The West Tank was installed in 1990 and is the largest storage tank in the valley. The interior and exterior coating are both original, and the lifespan on coating is usually 25 years. After the latest inspection in 2019, it was determined that the interior surface needed to be recoated. The project will include recoating the interior and exterior of the tank as well as installation of a temporary water storage system while the project is completed.

The project will require the west tank to be taken offline for the interior preparation and coating process which is expected to take 8-10 weeks. Careful planning and design of temporary water storage and supply facilities will be required to complete this project. These will likely include installing temporary piping and storage at the tank site as well as a change in operating and pumping strategy to supplement storage for the West Tank Zone from the 500,000-gallon East Tank. In order to fully understand temporary water storage and supply improvements, the District's consultant, Farr West Engineering (Reno, NV), will use the District's hydraulic water model to assess various water supply and storage scenarios. With the modeling information, District staff and Farr West will design the necessary temporary water storage and supply improvements starting in May.

Director Mercer asked if there would be a better time to take a tank offline other than during the high fire season. Mr. Hunt said he has talked extensively with Chief Riley, Brandon Burks, and Josh Wilson regarding timing of the project. There is no guarantee of access to the tank in the spring after a heavy winter; if there is not access until June, the District would not be able to meet the water demands for summer usage. Chief Riley said the Fire Department will have plans in place to mitigate any thing that happens in that area regarding wildfire. Mr. Hunt said they will continue to weigh options, and if funds are available through state grants, the project might get pushed to next year.

Public Comment – None.

Director Hudson made a motion to approve the contract with Farr West Engineering in the amount not to exceed \$23,203.00, and authorized the General Manager to execute all contractual documents. The motion was seconded by Director Ilfeld. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-6 Adopt Resolution 2020-08 – Squaw Valley Public Service District Election.

The Board reviewed the item, accepted public comment and approved declaring an election to be held, requesting Placer County Board of Supervisors to consolidate the election with any other election on November 3, 2020, and requesting election services from the Placer County Clerk by adoption of Resolution 2020-08.

Mr. Geary reviewed the staff report.

Director Hudson made a motion to waive the reading of Resolution 2020-08, which was seconded by Director Ilfeld. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

Director Mercer made a motion to approve declaring an election to be held, requesting Placer County Board of Supervisors to consolidate the election with any other election on November 3, 2020, and requesting election services from the Placer County Clerk by adoption of Resolution 2020-08, which was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-7 Award Contract – 2020 Sewer Television Inspection Project.

The Board reviewed the item, accepted public comment, approved the contract with ProPipe (Hoffman Southwest Corporation) in the amount not to exceed \$41,283.00, as well as an additional contingency amount not to exceed \$6,500 (15%) to cover costs associated with additional sewer lateral inspections, if necessary, and authorized the General Manager to execute all contractual documents.

Mr. Hunt reviewed the staff report. The District is required to perform routine sewer inspections. Every year, on a five-year cycle, the District inspects one quarter of the system. The District has used Professional Pipe Services (Pro Pipe) in the past for panoramic digital scanning of the sewer lines. Currently, Pro Pipe, located in Mission Viejo, California, is the only contractor that performs high resolution, digital scanning in the area. Mr. Hunt negotiated a lower cost by working directly with the contractor, rather than putting the contract out to bid. Work on the panoramic digital scanning of the sewer mains and sewer service laterals will begin in mid-May, and should be completed by the end of June, 2020.

Director Mercer commended Mr. Hunt for his work.

Public Comment – None.

Director Mercer made a motion to approve the contract with ProPipe (Hoffman Southwest Corporation) in the amount not to exceed \$41,283.00, as well as an additional contingency amount not to exceed \$6,500 (15%) to cover costs associated with additional sewer lateral inspections, if necessary, and authorized the General Manager to execute all contractual documents. The motion was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-8 1810 Facility Roof Replacement Project – Construction Change Order #1 – Mountain Valley Roofing

The Board reviewed the item, accepted public comment, approved the contract change order and budget amendment with Mountain Valley Roofing, out of Gardnerville, Nevada, in the amount not to exceed \$17,000, and a budget amendment to the sewer, water, fire and garbage FARFs in the amount of \$17,000, and authorized the General Manager to execute all contractual documents.

Mr. Hunt reviewed the staff report. The roof at 1810 Squaw Valley Road has numerous areas on the roof that are poorly sloped and create large areas of ponding water, which were not found during initial inspections. It is anticipated that the roof decking is rotted in the areas that have been previously repaired and needs to be replaced. District staff will authorize the use of this change order only if it is found necessary after construction begins and the contractor and District can assess the actual condition of the existing roof.

The Board discussed the design and construction process of the roof repair.

Public Comment – None.

Director Ilfeld made a motion to approve the contract change order and budget amendment with

Mountain Valley Roofing in the amount not to exceed \$17,000, and a budget amendment to the sewer, water, fire and garbage FARFs in the amount of \$17,000, and authorized the General Manager to execute all contractual documents.

The motion was seconded by Director Hover-Smoot. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

G. Management Status Reports.

G-1 Fire Department Report

Chief Riley reviewed the report.

G-2 Water & Sewer Operations Report

Mr. Wilson reviewed the report. The operation crew is split up, with half working out of District facilities at 1810 Squaw Valley Rd., and the other half at our Administration Building at 305 Squaw Valley Rd. Mr. Wilson provided an update on the two damaged fire hydrants in the valley. USAs have been called on both and he will keep the Board updated on the progress.

G-3 Engineering Report

Mr. Hunt reviewed the report.

G-4 Administration & Office Report

Ms. Gueissaz reviewed the report.

G-5 General Manager Report

Mr. Geary gave a verbal report and thanked staff and the Board for meeting virtually and for giving feedback so that projects can continue to move forward. He commended staff for continued productivity and the Board for supporting staff.

Director Mercer asked what the steps are for staff to return to the office. Mr. Geary said he is awaiting guidance from the state and county.

G-6 Legal Report (verbal)

Mr. Archer had no comment.

G-7 Directors' Comments (verbal)

President Cox thanked staff for sending him flowers.

H. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Mercer to adjourn at 12:34 p.m. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

By, F. Gueissaz