

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #874
NOVEMBER 17, 2020**

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

<https://www.ovpsd.org/board-agenda-november-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 Manager; 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; Alexa Kinsinger, Junior Engineer; Allen Riley, Fire Chief; Nicole Whiteman, Temporary Administrative Assistant.

Others Present: Kendall Galka, Audit Partner, McClintock Accountancy Corporation; Jaime Gignoux, Audit Manager, McClintock Accountancy Corporation; Ed Heneveld; David Stepner.

President Cox led the Pledge of Allegiance.

B. Community Informational Items.

- B-1** Friends of Squaw Creek (FOSC) – None.
- B-2** Friends of Squaw Valley (FOSV) – David Stepner said that the FOSV hosted a successful fundraiser to raise funds for the Community Wildfire Protection Plan (CWPP).
- B-3** Squaw Valley Design Review Committee (SVDRC) – Mr. Stepner said there has not been a meeting since the last OVPSD Board Meeting.
- B-4** Squaw Valley Municipal Advisory Council (SVMAC) – Mr. Stepner said there has not been a meeting since the last OVPSD Board Meeting.
- B-5** Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner said that SVMWC is completing four projects this season including constructing a sewer line to Well 1; cleaning and inspecting Well 2, chlorinating Well 1, and rehabilitating the well house including siding, roofing, and electrical and mechanical upgrades. Next year the SVMWC will work to replace water piping. Director Cox thanked Mr. Stepner for his work with the MWC and participation at the OVPSD meetings.
- B-6** Squaw Valley Property Owners Association (SVPOA) – None.
- B-7** Mountain Housing Council of Tahoe Truckee (MHC) – Dr. Ilfeld said there has not been a meeting since the last OVPSD Board Meeting.
- B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – President Cox said there has not been a T-TSA meeting since the last OVPSD Board Meeting, the agency will meet tomorrow. Jessica Asher noted that Carl Davis provided a letter to the Board on November 2nd which was sent to all directors and is available per request by the public.

APPROVED

SIGNATURE: _____

DATE: _____

J. Asher
12/15/20

- B-9** Capital Projects Advisory Committee (CAP) – Ms. Grindle stated that the CAP Committee interviewed nine applicants at the last meeting and will decide which projects to recommend to the Board of Supervisors at the next meeting. The Sierra Nevada Olympic Winter Museum (S.N.O.W.) requested \$225k to fund completion of the environmental questionnaire, architectural design, public outreach and to start the capital campaign.
- B-10** Firewise Community –Chief Riley said the Firewise Council has been working on the CWPP, which will be discussed later in the agenda.

C. Public Comment/Presentation.

C-1 Recognition of Service – 5 years – Danielle Grindle, Finance and Administration Manager
The Board thanked Ms. Grindle for her excellent service in the community and the District, Ms. Grindle expressed gratitude to the Board and District.

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Mercer convened with staff on November 16, 2020 from approximately 3:00 – 4:00 p.m. to review items D-1 through D-9, F-1 *Fiscal Year 2019-2020 Audit*, and other finance-related items on the agenda. Ms. Grindle provided a summary of the meeting.

Public Comment – None.

Director Mercer made a motion to approve the financial consent agenda which was seconded by Director Hover-Smoot. 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 October 27, 2020.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of October 27, 2020.

Public Comment – None.

Director Ilfeld made a motion to approve the minutes for the Board of Directors meeting of October 27, 2020 which was seconded by Director Hudson. 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 Audit Report for Fiscal Year 2019-2020.

The Board received the report from McClintock Accountancy Corporation, reviewed the item, and accepted public comment.

McClintock Accountancy Corporation performed a third-party audit of the financial statements prepared by the District for fiscal year (FY) 2019-20. The audit assures the annual financial statements of the District are reported without any material misstatement and are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Directors Hover-Smoot and Mercer met with staff and McClintock Accountancy Corporation on November 16, 2020 to review the fiscal year 2019-2020 Audit Report. Ms. Grindle provided a summary of the 2019-2020 Audit using a PowerPoint presentation which was provided in the Board Packet. Kendall Galka, Audit Partner with McClintock Accountancy Corporation, provided a summary of the audit preparation and opinion. Ms. Galka stated that there was an unmodified and clean opinion on the financial reports, which is the highest opinion possible. There were no audit adjustments, which is highly unusual and reflects the excellent work performed by District staff. Ms. Galka stated that staff are producing meaningful and transparent reports for the Board to make accurate and sound decisions throughout the year.

In response to Director Ilfeld's questions, staff discussed why the balance in the sewer fixed asset replacement fund (FARF) is higher than the other funds. The FARF balances are developed such that the balance stays positive throughout the 100-year capital replacement plan. Sewer projects are often expensive relative to other replacements. Additionally, the sewer FARF balance has historically been high and recently funded the Truckee River Siphon Replacement Project. Sewer rates did not increase in FY 2020-21, partially due to the balance in the sewer FARF.

Director Mercer said she appreciated staff's hard work to keep the District in a healthy financial position and produce a digestible audit report. She noted that staff is not complacent despite the positive financials.

Public Comment – None.

F-2 Sewer System Management Plan (SSMP) 2020 Audit.

The Board reviewed the item, accepted public comment, and directed staff to re-certify the 2020 SSMP Audit and mark it as complete in the California Integrated Water Quality System (CIWQS).

Mr. Hunt and Mr. Burks reviewed the staff report and provided a summary of the 2020 SSMP Audit using a PowerPoint presentation provided in the Board Packet. The 2020 SSMP Audit evaluated the effectiveness of each element required within the SSMP, summarized efforts over the past 5-years, reviewed benchmarks for performance, and made recommendations for improvements where appropriate. The audit of the SSMP showed that the District is in substantial compliance with the Statewide Order.

The Directors requested that staff work to gather customer email addresses and communicate with customers via email, in addition to the newsletters, which are mailed bi-annually. The Directors are in support of email communication over social media platforms. Staff explained that it has been challenging to get customers to provide email contact information.

Public Comment – None.

Director Mercer made a motion to direct staff to re-certify the 2020 SSMP Audit and mark it as completed in the California Integrated Water Quality System (CIWQS). The motion 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

F-3 PUBLIC HEARING: Ordinance 2020-04 “Adopting Revisions to the District Administrative Code Chapter 2– Sanitary Sewer Service Code.”

The Board reviewed the item, accepted public comment, waived the reading of Ordinance 2020-04 and adopted Ordinance 2020-04 revising the District’s Sanitary Sewer Service Code.

Mr. Hunt reviewed the staff report. The proposed changes to the administrative code and technical specifications relate to the fats, oils and grease (FOG) program and FOG control devices. These changes were reviewed in detail at the October 27th, 2020 Board Meeting.

Public Comment – None.

Director Hover-Smoot made a motion to adopt Ordinance 2020-04 “Adopting Revisions to the District Administrative Code” 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

F-4 Resolution 2020-23 “Adopting Revisions to the Sewer Technical Specifications.”

The Board reviewed the item, accepted public comment, and approved the update to the Sewer Technical Specifications by adoption of Resolution 2020-23.

Mr. Hunt reviewed the staff report. Revisions are required to coincide with the Sewer Code revisions associated with waste pretreatment removal devices and the District’s Fats, Oils, and Grease (FOG) source control program. In response to questioning from the Board, staff discussed how gravity grease interceptors require less maintenance than under-sink grease traps and are preferred.

Public Comment – None.

Director Mercer made a motion to approve the update to the Sewer Technical Specifications by adoption of Resolution 2020-23, 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

F-5 Community Wildfire Protection Plan (CWPP).

The Board reviewed the item, accepted public comment and approved a \$10,000 budget amendment and contribution to prepare a CWPP in conjunction with the Olympic Valley Firewise Council, and authorized the General Manager to execute contract documents with Deer Creek Resources.

Chief Riley and Mr. Geary reviewed the staff report. The Olympic Valley Firewise Council has identified the need to hire a consultant to write a CWPP for the Valley to take full advantage of the opportunities associated with being a Firewise Community and be eligible for potential grant funding for forest management activities. The estimated cost to have a consultant prepare the CWPP is \$28,800. The Firewise Council has received funding commitments from:

- Squaw Valley/Alpine Meadows Ski Resort (SVAM): \$10,000.
- Friends of Squaw Valley (Olympic Valley Community): \$5,300.
- Resort at Squaw Creek (RSC): \$3,500.

The District committed to administering the contract with the consultant, Deer Creek Resources, and providing engineering services to assist in the preparation of GIS mapping. Mr. Geary recognized David Stepner's contributions to shape the scope of the work and in organizing the FOSV fundraiser. He also thanked Ron Cohen (SV/AM) and Greg Gooding (RSC) for their contributions. Mr. Geary said that the District will ensure the scope of the CWPP is completed by the consultant on budget and noted that there will be opportunities for participation by those funding the work. Preparation of the CWPP will fall under the purview of the Fire Committee.

Public Comment-

Mr. Stepner said this is the first step in a very long process, the CWPP is a prerequisite of grants to perform the fuels reduction work. However, he requested the District consider funding a position or consultant to track and write the much larger forest management grants.

Director Mercer made a motion approving a budget amendment of \$10,000, funding the proposed project for an amount not to exceed \$10,000, and authorizing the General Manager to execute an agreement with Deer Creek Resources and Wildland Rx on behalf of the Olympic Valley Firewise Council for a total amount not-to-exceed \$28,800. 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 – Absent
Mercer – Yes

F-6 Community Update – OVPSD Response to COVID-19

The Board reviewed the item and accepted public comment.

Jessica Grunst, Account Clerk II and Human Resources Specialist, provided an update on the District's response to the COVID-19 pandemic. Yesterday, the State announced that Placer County moved to the purple (widespread, most restrictive) tier of the State's *Blueprint for a Safer Economy*. The District building is closed to the public, and administrative staff are working remotely when possible. The Operations Department continues to work from two different sites. Staff continues to practice good hygiene, social distancing, mask wearing, and following local and federal public health recommendations. Local schools are still operating a hybrid model and staff has been using Families First Coronavirus Response Act relief and other paid leaves as needed. Director Mercer thanked Ms. Grunst for her work on these everchanging policies. Ms. Asher thanked management and Ms. Grunst for how they have worked with staff throughout the pandemic.

Public Comment – None.

G. Management Status Reports.

G-1 Fire Department Report

Chief Riley reviewed the report. The Department continues to conduct daily health screenings and practice strict precautions related to COVID-19. The crews spent 67 days outside of the District on wildland fires. Chief Riley described the process of hiring three seasonal firefighters, who will start December 15th.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report. The Operations Department prepared for Bike Trail snow removal and winter operations. Staff is repairing the boilers and heating system at 305 Squaw Valley Road. The Operations and Fire Departments are determining COVID protocols for the crews which may both be at 1810 Squaw Valley Road this winter. Water production, sewer flows, water loss, and leak notices have decreased. There were several construction inspections at the end of the outdoor building season.

G-3 Engineering Report

Mr. Hunt reviewed the report and provided an update on the current projects including preparing the West Tank Recoating Project for bid; working on the sewer pipeline and manhole rehabilitation project; and completing the 12-month warranty inspection on the Siphon project (no repairs were needed).

G-4 Administration & Office Report

Ms. Asher reviewed the report. Ms. Whiteman provided an update on the Document Management System (DMS) Project. The Directors brainstormed ideas for the winter newsletter, including providing information about the FOG program and reminders to not flush wipes, keep children away from roof snow-shed zones, and minimize snow loads on propane tanks and lines.

G-5 General Manager Report

Mr. Geary reviewed the report and discussed the opportunity to provide management services to Alpine Springs County Water District.

The Directors discussed their sensitivity to the identity and autonomy of the Alpine Meadows community, staff's workload, salary adjustments, and the potential benefits to both Valleys. The Board was pleased that Mr. Geary was seeking out opportunities for revenue, staff career growth, and to use the District's resources well. The Board supported Mr. Geary applying because the District is in a healthy position and the General Manager is supported by effective and confident staff. Mr. Geary said that, if selected, the item would be brought to the Board to approve a management services agreement with ASCWD.

G-6 Legal Report (verbal)

No Report.

G-7 Directors' Comments (verbal)

Directors Hover-Smoot and Ilfeld requested staff expand email communication with customers. Ms. Hover-Smoot said that she feels tribalism is bad for Tahoe and thinks that working collaboratively with Alpine Springs County Water District would be beneficial to both Valleys. Directors Hudson and Ilfeld praised staff's efforts to produce a clean audit report and a well-developed and summarized SSMP, respectfully. Director Cox said that staff is doing an excellent job with remote work and hosting virtual Board meetings. The presentations have been easily understood and he feels the District is providing a high level of service to the public.

H. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Mercer to adjourn at 11:30 a.m. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

By, J. Asher