

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #879
APRIL 27, 2021**

*Agenda with board packet and staff reports is available at the following link:
<https://www.ovpsd.org/board-agenda-april-2021>*

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; Dave Hunt, District Engineer; Alexa Kinsinger, Junior Engineer; Allen Riley, Fire Chief.

Others Present: Jane Davis; Erin Holland; Andrew Lange; Pippin Mader; 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) – None.
- B-3** Squaw Valley Design Review Committee (SVDRC) – David Stepner provided an update on the Squaw Valley / Alpine Meadows Base to Base Gondola.
- B-4** Squaw Valley Municipal Advisory Council (SVMAC) – None.
- B-5** Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner said the SVMWC Board authorized three projects to be advertised for construction, the main project is to replace water distribution lines within Sandy Way. Well 2 is currently offline due to pipe damage.
- B-6** Squaw Valley Property Owners Association (SVPOA) – None.
- B-7** Mountain Housing Council of Tahoe Truckee (MHC) – Director Ilfeld summarized the recent MHC quarterly and legislative sub-committee meetings focusing on Senate Bill 12. The Bill, sponsored by Senator Mike McGuire, would require jurisdictions to identify very high fire risk areas in the land use element of their general plan and require jurisdictions to update the safety element of their general plan to include a comprehensive retrofit strategy to reduce the risk of property loss and damage during wildfires.
- B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – President Cox reviewed the T-TSA Board Meeting summary. There was a discussion about laboratory department oversight and Director Cox said that a new laboratory director will be starting in May. Pippin Mader and Jane Davis provided comments regarding T-TSA.
- B-9** Capital Projects Advisory Committee (CAP) – Ms. Grindle said that the CAP will meet this Thursday to discuss the Tourism Business Improvement District (TBID) and receive an update on transient occupancy tax (TOT) funded projects.

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B-10 Firewise Community – Chief Riley said the Firewise Community sent out a survey to community members regarding their preference for a chipping and/or an additional green waste collection day. Saturday June 12th is scheduled for the green waste collection with Tahoe Truckee Sierra Disposal. Ms. Asher reviewed the staff report for the Community Wildfire Protection Plan (CWPP) project, which was kicked off this past month, adding that the District will submit a grant application to the California Department of Forestry and Fire Protection for preparation of the CWPP.

C. Public Comment/Presentation.
None.

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Mercer convened with staff on April 26, 2021, from approximately 3:00 – 3:50 p.m. to review items D-1 through D-11, F-2 *Second Draft of FY 2021-2022 Budget and Rates*, and other finance-related items on the agenda. Ms. Grindle, Director Mercer, and Director Hover-Smoot provided a summary of the meeting.

Public Comment – None.

Director Hover-Smoot made a motion to approve the financial consent agenda 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

E. Approve Minutes.

E-1 Minutes for the Board of Directors Regular Meeting of March 30, 2021.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of March 30, 2021.

Public Comment – None.

Director Ilfeld made a motion to approve the minutes for the Board of Directors meeting of March 30, 2021, 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

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F. Old & New Business.

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

The Board reviewed the item and accepted public comment.

Chief Riley provided an update on the District's response to the COVID-19 pandemic. The building will remain closed to the public until community transmission has decreased. The Operations Department continues to work in two separated cohorts and administrative personnel continue to telework occasionally. The Fire Department is performing more commercial inspections and some community training has resumed. Chief Riley noted that the State is planning to reopen June 15th if hospitalization rates are low and vaccine supply is sufficient. The County is currently in the red tier – Chief Riley recommended referring to the Reopen Placer website for more information.

Public Comment – None.

F-2 Second Draft of FY 2021-2022 Budget and Rates

The Board reviewed the item and accepted public comment.

Ms. Grindle, Mr. Geary and Mr. Hunt reviewed the staff report and second draft of the FY 2021-2022 Budget, which was reviewed with the Finance Committee yesterday.

Mr. Geary reviewed that the District is in the fifth and final year of its Prop. 218 notice. The 2021-22 rate increases (4% for water, 5% for sewer, and 3% for Garbage) are in line with the prior Prop. 218 notice. The costs paid by the District to Tahoe Truckee Sierra Disposal (TTSD) for collection services will increase 6% and staff intends to capture the difference from the Garbage Fixed Asset Replacement Fund (FARF). A five-year rate study may be initiated this fall.

Ms. Grindle reviewed the method to approximate Ad Valorem property tax revenue which is estimated to increase 0.3% from the anticipated 2021 revenue, for a total of \$3,738,000. Most of the tax revenue will be allocated to the Fire Department.

Mr. Hunt reviewed the capital projects including Pressure Zone 1A; the intertie with Squaw Valley Mutual Water Company; water meter replacements; West Tank recoating, and sewer line and manhole rehabilitations and replacements. The schedule for capital projects on Victor Lane and in Hidden Lake will be adjusted in next month's budget draft.

Ms. Grindle reviewed the CalPERS Unfunded Accrued Pension Liability (UAL). The required minimum contribution is decreasing due to aggressive payment of the UAL. The Miscellaneous Group (Operations and Administration Departments) is expected to reach a 90% funding level as of the June 30, 2021 valuation. The Safety Group (Fire Department) is targeted to reach a 90% funding level in Fiscal Year 2025. This will require additional annual payments of \$200,000 for the next four years. This may be funded with an inter-company loan from the Utility Department.

Mr. Geary reviewed diversified revenue sources such as the Operations and Maintenance agreement with Squaw Valley Mutual Water Company and potentially expanding Fire Department services to provide patient transport services. A study to analyze the impacts of providing ambulance services will

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be performed and is budgeted to be a shared cost by OVFD and two neighboring Departments. Due to its uncertainty, staff does not include potential strike team revenue in the budget as a standard practice.

Mr. Hunt said that the District has received a grant for \$55,000 from the Placer County Water Agency Financial Assistance Program (PCWA FAP) for the Pressure Zone 1A Project and a \$38,000 grant from the Integrated Regional Water Management (IRWM) program for the Water Meter Replacement Project. The District submitted PCWA FAP applications for the Water Meter Replacement Project and for an emergency intertie with the Squaw Valley Mutual Water Company.

Director Ilfeld said he wanted to review the economic impact of providing ambulance service with Chief Riley and Ms. Grindle. Mr. Geary added that the regional study will ensure the District's estimates are conservative, as intended. The Directors noted that there are considerable projects and consulting fees in the budget this year, including the costs of the ambulance study, CWPP, Five-Year Strategic Plan, and revising the Personnel Policies and Procedures Manual (PP&PM).

Mr. Geary reviewed debt financing including the status of the side fund loan and building and property loan.

Ms. Grindle reviewed the updated methodology SDRMA will use to determine property and liability insurance rates. Instead of a pooled plan, the rates will be determined individually based on claims. The District's rates will only increase 1% in contrast to the expected 25%-30% increase. Workers' compensation is also decreasing 9% due to the small number of claims the District has made.

Ms. Grindle reviewed the budgeted contributions to Fixed Asset Replacement Funds (FARFs).

Public Comment – None.

F-3 Election of Special District Representatives to the Placer County Local Area Formation Commission (LAFCO)

The Board reviewed the item, accepted public comment, and made a motion to cast a ballot for Director Ilfeld and Rick Stephens for LAFCO Special District Representative.

Ms. Asher reviewed the staff report. Director Ilfeld discussed his concerns with being an *alternate* Special District representative. Dr. Ilfeld thanked the Board for their support and the Directors thanked Dr. Ilfeld for being open to this responsibility and agreed it would be beneficial to have a representative from the East side of Placer County on the Commission.

Public Comment – none

Director Hudson made a motion to cast a ballot for Director Ilfeld and Rick Stephens for LAFCO Special District Representative, which was seconded by Director Hover-Smoot. A roll call vote was taken. The motion passed.

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

F-4 Operations Department Annual Report.

The Board reviewed the item and accepted public comment.

Mr. Burks reviewed the 2020 Water and Sewer System Annual Report. Topics discussed included operations during COVID-19; leak detection and repair; the water meter and advanced metering infrastructure (AMI) replacement project; water production, sewer flow and precipitation trends; water conservation measures; sewer infiltration and inflow; vehicle maintenance and fuel usage; and training programs.

The Board thanked the Department for their work on the report and throughout the year. Mr. Burks said he would pass along the appreciation to the Operations staff.

There was a discussion about replacing the current vehicle fleet with electric vehicles as attrition occurs. Staff had concerns about maintenance but said they are closely watching as other agencies convert to electric vehicle fleets and are looking for applicable grant opportunities.

There was a discussion about water projections, system capacity, and conservation measures for future development and large non-potable water demands such as golf course irrigation and snowmaking. Staff said they would present to the Board the Water Supply Assessment prepared by the District in response to the *Village at Squaw Valley Specific Plan* as a separate agenda item in a future meeting to provide a better foundation to the Board on this topic.

Public Comment – None.

F-5 Authorization to Execute New Bank and Investment Account Signature Cards Due to District Name Change.

Ms. Grindle reviewed the items and stated that she will work with the Directors individually to collect signatures.

- A. The Board reviewed the item, accepted public comment, and adopted Resolution 2021-05 authorizing execution of new signature cards for all banking accounts at Bank of the West and rescinding Resolution 2019-24.

Public Comment – None.

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Director Hover-Smoot made a motion to adopt Resolution 2021-05 authorizing execution of new signature cards for all banking accounts at Bank of the West and rescinding Resolution 2019-24. The motion 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

- B. The Board reviewed the item, accepted public comment, and adopted Resolution 2021-06 authorizing execution of new signature cards for the Cash Management Services Agreement with Bank of the West and rescinding Resolution 2016-25.

Public Comment – None.

Director Hudson made a motion to adopt Resolution 2021-06 authorizing execution of new signature cards for the Cash Management Services Agreement with Bank of the West and rescinding Resolution 2016-25. The motion 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

- C. The Board reviewed the item, accepted public comment, and adopted Resolution 2021-07 authorizing execution of new signature cards for the Safe Deposit Box Rental Agreement with Bank of the West and rescinding Resolution 2015-19.

Public Comment – None.

Director Hover-Smoot made a motion to adopt Resolution 2021-07 authorizing execution of new signature cards for the Safe Deposit Box Rental Agreement with Bank of the West and rescinding Resolution 2015-19. The motion 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

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- D. The Board reviewed the item, accepted public comment, and adopted Resolution 2021-08 Authorizing Investment of Monies in the Local Agency Investment Fund and Rescind Resolution 2011-26 and authorize the General Manager and Board President to request the name change with LAIF.

Public Comment – None.

Director Mercer made a motion to adopt Resolution 2021-08 authorizing investment of monies in the Local Agency Investment Fund and rescinding Resolution 2011-26 and authorized the General Manager and Board President to request the name change with LAIF. 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-6 Flexible Benefit Plan Amendment.

The Board reviewed the item, accepted public comment, and adopted Resolution 2021-09 approving the Flexible Benefit Plan Amendment with Beniversal, Inc.

Ms. Grindle reviewed the staff report.

Public Comment – None

Director Mercer made a motion to adopt Resolution 2021-09 approving the Flexible Benefit Plan Amendment with Beniversal, Inc. 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-7 Award Contract – 2021 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 \$69,976.60, as well as an additional contingency amount not to exceed \$5,000 to cover costs associated with additional sewer lateral inspections, if necessary, and authorized the General Manager to execute all contractual documents.

Ms. Kinsinger reviewed the staff report. In compliance with the District's requirements to perform routine sewer inspections, one quarter of the system is inspected every five-years. This year the Forest Glen, Hidden Lake, and Tiger Tail area is scheduled to be inspected. The District has worked

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with Professional Pipe Services (Pro Pipe) for the past two years for panoramic digital scanning of the sewer lines. Mr. Hunt negotiated a lower cost by working directly with the contractor, rather than bidding the contract. 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. The report, video files, imagery and NASSCO pipe ratings would be delivered by August 31, 2021. This information identifies structural defects and informs sewer rehabilitation projects. The condition and location of lines and laterals is also imported into the District's GIS and Asset Management systems, which is used regularly by the Engineering and Operations Departments.

Public Comment – None.

Director Hudson made a motion to approve the contract with ProPipe (Hoffman Southwest Corporation) in the amount not to exceed \$69,976.60, as well as an additional contingency amount not to exceed \$5,000 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 Hover-Smoot. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-8 Resolution 2021-10 “Adopting Revisions to the Personnel Policies and Procedures Manual.”
The Board reviewed the item, accepted public comment, and adopted Resolution 2021-10 approving Revisions to the Personnel Policies and Procedures Manual.

Ms. Asher reviewed the staff report.

Public Comment – None

Director Hudson made a motion to adopt Resolution 2021-10 approving Revisions to the Personnel Policies and Procedures Manual. The motion 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

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G. Management Status Reports.

G-1 Fire Department Report

Chief Riley reviewed the report, and provided an update on staffing, options to purchase a water tender as included in the FY 2021-2022 budget, and the ambulance transport service study.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report. Mr. Burks provided an update on the annual system chlorination and discussed the current workload including an increase in inspections and plan reviews in advance of construction season, and locating and cleaning sewer lines and laterals ahead of the sewer inspection and capital projects. The Mutual Water Company had a positive coliform test in March; all repeat samples and E-Coli results were negative. Mr. Burks reviewed the process the Department takes when there is a positive test. Mr. Burks also provided information on the water leak at Mutual Water Company's Well 2. A significant leak at the S-Turn was also identified and repaired quickly.

G-3 Engineering Report

Mr. Hunt reviewed the report. There was a brief discussion about the Resort at Squaw Creek projects including the pressure reducing valve station and Well 18-3R, the Carville Single Family Residential project, the Painted Rock Water Line Extension, the West Tank Recoating project, the Sewer Inspection project, and the Village at Squaw Valley project. Mr. Hunt introduced the Hidden Lake water and sewer line replacement which has been fast-tracked to perform survey, design, and construction this summer due to development of a key parcel that affects those projects. The Engineering and Operations Departments are working together on the annual backflow testing mailing and annual GIS updates.

G-4 Administration & Office Report

Ms. Asher reviewed the report, requested feedback on topics for the spring e-newsletter, and noted that in response to Director Hover-Smoot's comments last month, staff will include consideration of the Board meeting schedule as a formal agenda item to determine if the Directors would like to reschedule the District's meetings that conflict with the Board of Supervisor meetings in Tahoe. There was a brief discussion about Board Training including that Director Hover-Smoot recently completed training that will save the District thousands of dollars in property/liability insurance. Ms. Asher said she would provide a comprehensive update on Board and Staff training in at the next Board meeting.

G-5 General Manager Report

Mr. Geary reviewed the report.

G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

The Directors gave positive feedback to staff regarding the preparation of meeting minutes and the budget, discussed the historically fast snow melting season, and Director Cox urged the Directors to speak directly with T-TSA's General Manager regarding concerns at T-TSA.

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Director Hudson made a motion, seconded by Director Hover-Smoot to move to Closed Session at 11:19. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

H. Closed Session – Performance Evaluation of General Manager.

The Board met in Closed Session pursuant to Government Code §54957 et al regarding the performance evaluation of the General Manager. Only the action on the agenda, the General Manager's performance evaluation was discussed, no action was taken.

I. Closed Session – District Labor Negotiations.

The Board met in Closed Session pursuant to Government Code §54957 et al regarding District labor negotiations. Only the action on the agenda, District Labor Negotiations with the Fire Department, was discussed, no action was taken.

Director Hover-Smoot made a motion, seconded by Director Ilfeld to move to Open Session. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Absent

J. Possible Action Resulting from Closed Session.

Mr. Archer said only the items on the closed session agenda were discussed and no actions were made in closed session.

K. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Ilfeld to adjourn at 12:23 p.m. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Absent

By, J. Asher

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