

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
FINANCE COMMITTEE MEETING
DATE: JULY 24, 2023**

Directors Present: Director Bill Hudson, Dale Cox

Staff Present: Jessica Asher, Board Secretary; Dave Hunt, District Engineer; Mike Geary, General Manager; Danielle Mueller, Finance and Administration Manager; and Brandon Burks, Operations Manager.

Others Present: None.

Call to order at 1:15 p.m.

Public comment – None.

Items reviewed by the Committee included the following:

D-1 Operating Account Check Register: Ms. Mueller reviewed the Operating Check Register numbers 50941-51024 and ACH payments. Staff provided an explanation of the payments greater than \$1,500.

| Check # | Name | Amount (\$) | Description |
|---------|--|-------------|---|
| 50943 | Carson Pump LLC | 29,090 | Approved June Progress Payment- Well 2R Rehab Project |
| 50947 | DOWL, INC. | 8,554 | Approved June Progress Payment- OVPSD/SVMWC Intertie/Everline/General |
| 50950 | J.D. Hoss Hardwoods & Carpet | 4,396 | Remaining 50% Invoice for Board Room Carpet |
| 50957 | San Joaquin Electric, Inc. | 2,686 | Zone 3 Generator Prep |
| 50962 | Tahoe Truckee Sierra Disposal | 80,152 | Quarterly Garbage Contract |
| 50967 | U.S. Bank Corp Payment System | 10,153 | June Cal Card Payment |
| 50970 | ARC Generator Services | 1,702 | 305 OVR Generator Repairs |
| 50972 | B&K Valve & Equipment | 2,035 | Water Materials and Supplies |
| 50973 | Danielle Bradfield | 1,974 | OV-1 and OV-4 Progress Payments |
| 50977 | Carrier Corporation | 9,555 | Q4 & Q1 HVAC Maintenance Contract |
| 50984 | Dept of Forestry & Fire Prot. | 6,397 | Quarterly Dispatch Contract- Fire |
| 50986 | ESO Solutions, Inc | 2,522 | Annual Inspection and Reporting Software- Fire |
| 50989 | US Bank, Global Corporate Trust Services | 121,629 | Annual 305 Building Loan Payment |
| 50991 | Hunt & Sons, Inc. | 1,918 | Bulk Fuel Delivery |
| 50992 | Hunt Propane, Inc. | 2,871 | Propane 305 OVR |

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|-------|---------------------------------|---------|---|
| 50994 | Liberty Utilities | 9,435 | June Electric All Locations |
| 50995 | Life Assist | 5,658 | Adult Form Manikin- Capital Purchase |
| 50997 | Longo, Inc | 4,159 | Zone 3 Tank Excavation |
| 51002 | Pape Machinery Inc. | 2,823 | Backhoe Def Repairs- Ops |
| 51003 | PCV Painting | 2,000 | Board Room Painting |
| 51007 | Props & Measures | 1,674 | Defensible Space Door Hangers |
| 51009 | Sierra Controls, LLC | 1,755 | SCADA Repairs |
| 51011 | Special District Risk | 307,187 | Annual Workers Comp, Auto, Property and Liability Insurance |
| 51014 | Tahoe Truckee Sanitation Agency | 3,689 | Bi-Annual Sewer Fees plus a Well 2-R Discharge Permit |
| 51015 | Tahoe Truckee Sierra Disposal | 4,198 | June Green Waste Community Dumpsters |
| 51016 | Thatcher Company, Inc. | 4,158 | Caustic Soda- Water System |
| 51018 | Thomas S Archer | 3,325 | June Legal |
| 51019 | Tremigo Tahoe | 3,951 | Fire Chief Riley's Retirement Party |

Ms. Mueller reviewed exhibits D-2 through D-8:

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

The statement shows 100% of the year has elapsed. Revenues are 96% of the budget and expenditures are 132% of the budget. Final entries are still being made for year-end including, but not limited to, other post-employment benefits, depreciation, and final tax revenue allocations. Ms. Mueller reviewed and explained selected line items of the Operations Enterprise Income Statement and Balance sheet.

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

The statement shows 100% of the year has elapsed. Revenues are 99% of the budget and expenditures are 132% of the budget. Final entries are still being made for year-end including, but not limited to, other post-employment benefits, depreciation, and final tax revenue allocations. Ms. Mueller reviewed and explained significant line items of the Fire Department Income Statement and Balance sheet.

D-4 Capital Reserve Fund Balance Sheet/Income Statement

The income statement shows 100% of the year has elapsed. Revenue is at 113%, or approximately \$4,677,952 and expenditures are at 100%, or \$3,982,936. The District has received the Estimated Allocation of Property Taxes for Fiscal Year 2023. The total anticipated tax revenue, less any fees from the county, was estimated to be \$4,270,000. Actual revenue received was \$45,000 higher after fees. This is an increase of the priority year actual revenue received by \$373,000, and \$410,000 higher than budgeted. Property tax revenue higher than the budgeted amount was used for a 115 Pension Trust contribution for the safety group and the remainder of the additional revenue will be assigned to fixed asset replacement funds once year-end financials are complete.

Ms. Mueller requested that page 1 of the D-4 exhibit be updated online and in the master copies after the meeting due to a clerical error.

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, including enterprise funds (Operations/Administration Dept.), governmental operations (Fire Dept.), and Capital Reserves. The statement shows 100% of the year has elapsed, revenue is at 104% and expenditures are at 132%.

D-6 Fund Balance Statement

The statement shows the Cal Class Investment Fund is yielding 5.19%, the CalPERS CEPPT (pension) Trust is yielding 4.24%, the CalPERS CERBT (OPEB) Trust is yielding 4.69%, and the ProEquities Money Market account at 4.74%. The ProEquities Certificate of Deposit (CD) accounts yield between 2.70% and 4.85%. Total funds on deposit are approximately \$10.4M.

Director Cox expressed concern about the amount of funds that are not FDIC insured, however, it was discussed that the administrative burden of having all funds be FDIC insured was not practical and that the District's funds are invested in conservative assets.

D-7 Capital Improvement Financial Progress Report

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

Staff noted that the water meter replacement project is getting started and that there are approximately 450 meters now held that are ready to install.

Ms. Mueller reviewed the following payments:

D-8 California Infrastructure & Economic Development Bank – Facility Loan Payment.

This is a principal payment for the 305 Olympic Valley Road facility loan. The loan is scheduled to be paid off in 2028.

Staff reviewed the following payments:

D-9 Progress Payment – Feather River Forestry – Olympic Valley Fuels Reduction OV-1 Project

D-10 Progress Payment – Badger Meter – Water Meter Replacement Project

D-11 Progress Payment – DOWL – OVPSD/Mutual Emergency Intertie Project

D-12 Progress Payment CME – Zone 3 Tank Coating Project

D-13 Progress Payment Olympus & Associates – Zone 3 Tank Coating Project

No further business came before the Finance Committee, the meeting was adjourned at 2:20 P.M.

By, JA/DM