

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
FINANCE COMMITTEE MEETING
DATE: September 23, 2019**

Call to order at 9:00 A.M.
Public comment – none

Directors Present: Directors Fred Ilfeld and Victoria Mercer

Attendees: Jessica Asher, Board Secretary; Mike Geary, General Manager; Danielle Grindle, Finance & Administration Manager; Jessica Grunst, Account Clerk II/HR Specialist; Brandon Burks, Operations Manager; and Allen Riley, Fire Chief.

Items reviewed by the Committee include the following:

D-1 Operating Account Check Register: Ms. Grindle and Ms. Grunst reviewed the Operating Check Register numbers 47356-47437 and ACH payments. Staff provided an explanation of the payments greater than \$800.00 and gave a summary of electronic payments (ACH).

| Check # | Name | Amount (\$) | Description |
|---------|-------------------------------------|-------------|---|
| 47356 | Andregg Psomas | 5,655.00 | TTSP- Construction Survey Services |
| 47360 | Cruz Construction Company, Inc | 570,798.77 | Progress Payment for the Truckee River Siphon Project |
| 47361 | CWEA-TCP | 1,084.00 | Member Rate- Mechanical Tech |
| 47363 | Farr West Engineering | 18,635.00 | Resort @ SC Phase II- Construction Inspection Services/ TRSP Inspection |
| 47370 | MassMutual Retirement Services | 5,276.93 | 457 Payment |
| 47373 | Office Depot | 846.95 | Office Supplies |
| 47374 | Potable Divers, Inc | 5,500.00 | Water Tank Inspection Project |
| 47375 | Red Wing Business Advantage Account | 1,047.43 | Boots for Ops- Sam, Nick, Tyler, Schel |
| 47377 | Stantec Consulting Services | 6,733.50 | TRRSRP- Consulting Services |
| 47382 | Thatcher Company, Inc. | 4,200.25 | Caustic soda solution - |
| 47384 | Tyres International | 3,082.28 | New Tires for the Vaccon |
| 47385 | Western Nevada Supply Co. | 1,434.42 | Water Meter Boxes & Sewer Cleanout Boxes |
| 47386 | Zoll Medical Corporation | 4,262.25 | Replacement AED's (3) Capital |
| 47395 | Richard Goldman | 2,472.33 | Refund Check- Paid Bill Twice by mistake |
| 47396 | Hunt & Sons, Inc. | 1,158.63 | Diesel & Regular Fuel |
| 47397 | Independent Technologies | 2,860.00 | Security Audit Split & New PC Set up For Ops |
| 47398 | Liberty Utilities | 6,498.80 | Electricity all Locations |
| 47401 | MassMutual Retirement Services | 5,276.93 | 457 Payment |
| 47402 | Tamara McKinney | 802.25 | Refund Check- Paid Bill Twice by mistake |
| 47406 | Pollardwater.com | 1,368.26 | Hydrant Meter and Parts |
| 47408 | Allen H. Riley | 2,349.99 | Electric Steering Gear Replacement in Chief Rig |
| 47410 | Standard Insurance Company | 2,705.72 | Dental Insurance |

| | | | |
|-------|------------------------------------|----------|---|
| 47411 | STATPACKS, INC | 2,229.25 | EMS Bags |
| 47415 | Tahoe Truckee Community Foundation | 2,500.00 | Mountain Housing Council 2019-2020 Third and Final |
| 47416 | Thomas S Archer | 7,020.00 | OMP Legal (4720) Board Legal and Fire Legal (2k) |
| 47417 | U.S. Bank Corp Payment System | 1,874.10 | Annual Log Me In Subscription(350) Lowes and Hayneedle Purchases (525) Email 365 |
| 47419 | U.S. Bank Corp Payment System | 975.08 | Plane Ticket to Santa Barbara for Chiefs Conference and Office 365 for New PC |
| 47423 | Western Nevada Supply Co. | 4,611.31 | Valve for East Booster- Old One Failed and water and sewer parts |
| 47427 | Czyzs Appliance, Inc. | 979.61 | 6.5 cu. ft. Gas Dryer for Ops Department Uniform |
| 47428 | Hunt & Sons, Inc. | 2,660.09 | Diesel & Regular Fuel |
| 47433 | Thatcher Company, Inc. | 2,873.62 | Caustic soda solution - Main Well |
| 47434 | U.S. Bank Corp Payment System | 2,589.95 | New Decks for New Ops Employees/New Workstation/Computer for Ops/New Workstation/Computer for Ops |
| 47435 | U.S. Bank Corp Payment System | 3,056.68 | Lowes office expenses, Microsoft 365 |
| 47437 | Dale Cox | 935.68 | Payroll plus medical reimb |

Ms. Grindle reviewed exhibits D-2 through D-6:

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

The statement shows 17% of the year has elapsed. Revenue is at 91% of the budget and expenditures are at 17% of the budget. In total, compared to last the prior year at this time, the net surplus is \$173,000 higher.

Director Ilfeld asked why revenue was not yet fully collected. Ms. Grindle explained that the District will continue to collect budgeted revenue as houses are sold within the District.

Ms. Grindle explained that labor is over-budget for water operations and under-budget for sewer operations. Director Ilfeld asked how the labor is tracked per department within the Operations Department. Mr. Burks responded that all labor time and materials/parts are tracked on timesheets and entered into our accounting software.

Materials and supplies are over-budget due to the increased caustic soda costs.

Ms. Grindle reviewed each line item of the Operations Enterprise Balance sheet.

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

The statement shows 17% of the year has elapsed. Revenue is at 16% of the budget and expenditures are at 17% of the budget. Compared to last the prior year at this time, the net surplus is \$91,000 lower. This is primarily due to not assisting in wildland fires year to date. Overtime is also over budget due to more vacation being taken right now and not having available part-time staff to cover shifts, thus requiring full-time staff to work overtime. Chief Riley provided background on part-time and seasonal

fire department staffing and discussed that Ms. Grindle and Chief Riley are determining if staff will recommend that the Department transition to seasonal staffing.

D-4 Capital Reserve Fund Balance Sheet/Income Statement

The income statement shows 17% of the year has elapsed. Revenue is at 1% and expenditures are at 16%. Capital reserve expenditures relate to fees from Placer County to administer the Ad Valorem revenues.

Ms. Grindle explained that last week the District deposited connection fees for seven new connections, six of which are new homes in the Palisades Development.

The District has received the Estimate Allocation of Property Taxes for Fiscal Year 2020, also known as the "September Surprise." The first payment (55%) for taxes will be received in December. The total anticipated tax revenue, less any fees from the County, is estimated to be \$3,616,000. This is an increase over the prior year actual revenue received by \$48,000 or 1.34%. It is \$55,000 greater than the budgeted amount.

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 as a whole, including enterprise funds (Operations/Administration Dept.), governmental operations (Fire Dept.), and Capital Reserves. The statement shows 17% of the year has elapsed, revenue is at 47% and expenditures are at 16%.

D-6 Fund Balance Statement

The statement shows the highest yielding funds are Pro Equities Certificate of Deposit #2 at 3.10%. The Pro Equities Certificate of Deposit #3 is at 2.70% and Pro Equities Certificate of Deposit #1 is at 2.40%. Total on hand is \$9.5M, this has decreased since last month due to significant expenses related to the Truckee River Siphon Project and CalPERS payments.

Ms. Grindle reviewed the following payments:

D-7 Tahoe Truckee Sierra Disposal Company (TTSD) Payment – 4th Quarter

The first quarter payment to TTSD is based on current records that there are 994 residential dwelling units (this number includes second units as well) amounting to payment of \$64,146.41 for the period of July – September 2019.

D-8 Progress Payment – McClintock Accountancy – Fiscal Year 2018-2019 Audit

Mr. Geary reviewed the following progress payments:

D-9 Progress Payment – Farr West Engineering – Truckee River Siphon Inspection

D-10 Progress Payment – Farr West Engineering – Resort at Squaw Creek Inspection

D-11 Progress Payment – Stantec – Truckee River Siphon

D-12 Progress Payment – Andregg Psomas – Truckee River Siphon Construction Survey

D-13 Progress Payment – Cruz Construction – Truckee River Siphon

No further business coming before the Finance Committee, the meeting was adjourned at 9:59 A.M.

By, JA/DG