

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #865
JANUARY 28, 2020**

*Agenda with board packet and staff reports is available at the following link:
<https://www.svpsd.org/board-agenda-january-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 and Bill Hudson

Directors Absent: Directors: Fred Ilfeld and Victoria Mercer

Staff Present: Thomas Archer, District Counsel; Jessica Asher, Board Secretary; Brandon Burks, Operations Superintendent; Mike Geary, General Manager; Danielle Grindle, Finance & Administration Manager; Jessica Grunst, Account Clerk II and Human Resources Specialist; Dave Hunt, District Engineer; Allen Riley, Fire Chief.

Others Present: David Stepner

President Cox asked David Stepner 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) – David Stepner reported that SVDRC hasn't met recently and likely will not meet this month.
- B-4** Squaw Valley Municipal Advisory Council (SVMAC) – Mr. Stepner said that a representative from Placer County will attend the next SVMAC meeting to discuss the new short-term rental ordinance for Eastern Placer County. The US Forest Service will hopefully attend to update the Council on forest thinning projects in the region.
- B-5** Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner stated that SVMWC secured the required easements and completed the design as required to progress the application for the United States Department of Agriculture (USDA) loan. SVMWC hopes to start construction this summer. Director Cox asked how many vacant lots are in the Mutual Water Company's service area. Mr. Stepner responded that there are 281 customers and 11 vacant lots.
- B-6** Squaw Valley Property Owners Association (SVPOA) – None.
- B-7** Mountain Housing Council of Tahoe Truckee (MHC) – None.
- B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox stated that T-TSA has refinanced the Agency's state revolving loan which will save considerable funds and is updating the employee handbook to ensure consistency with current state policies. Mr. Geary reviewed the T-TSA flow measurement report, Exhibit B-8.
- B-9** Capital Projects Advisory Committee (CAP) – Ms. Grindle stated that the Committee will meet this Thursday (1/30/20) at 4:30 p.m. at the Tahoe City Public Utility District. Mr. Geary explained how the local special districts are represented within the Committee.

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C. Public Comment/Presentation.

David Stepner discussed the formation of the Olympic Valley's Firewise Community. Last week a Firewise USA representative performed a wildfire risk assessment with assistance from the Fire Department. After the written assessment is completed, the Firewise Community committee will develop an action plan prioritizing risk reduction projects and investments. To initiate the program, the community will rely on the fuel reduction expenditures made by Squaw Valley Resort, Resort at Squaw Creek and Granite Peak Management over the past year, which far exceed the monetary requirement needed from the full community. However, in future years more responsibility will be placed on homeowners. Certification could be achieved as early as this spring and if successful will allow the Community to apply for grants for forest thinning and may result in other measurable benefits such as decreased insurance premiums or increased availability of insurance plans.

C-1 Resolution 2020-01 – Resolution of Appreciation – Einar Maisch

The Board reviewed the item, accepted public comment and adopted Resolution 2020-01 recognizing Einar Maisch's contributions to the Placer County Water Agency, Region, and District.

Director Hudson made a motion to adopt Resolution 2020-01 recognizing Einar Maisch, which was seconded by Director Hover-Smoot. A roll call vote was taken, the motion passed.

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

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Hudson convened with staff on January 27, 2020 from approximately 3:00 – 4:05 p.m. to review items D-1 through D-15. Director Hover-Smoot and Director Hudson provided a summary.

Public Comment – None.

Director Hudson made a motion to approve the financial consent agenda which was seconded by Director Hover-Smoot. The motion passed.

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

E. Approve Minutes.

E-1 Minutes for the Board of Directors Regular Meeting of December 17, 2019.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of December 17, 2019.

Director Hover-Smoot made a motion to approve the minutes for the Board of Directors meeting of December 17, 2019 which was seconded by Director Hudson. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ifeld – Absent

Mercer – Absent

F. Old & New Business.

F-1 Community Update – Sierra Nevada Olympic Winter Sports Museum (S.N.O.W.)

The item was removed from the agenda and will be placed on the February 25th, 2020 agenda as Jill Milne, Executive Director of the S.N.O.W. Museum was unable to attend due to sickness.

F-2 Annual Review of Purpose, Mission and Core Values Statements.

The Board reviewed the item, accepted public comment and determined that no changes are needed.

Ms. Asher reviewed the staff report. An annual review of the District's adopted Purpose Statement, Mission Statement and Core Values is part of the Board's annual activities. Staff will provide a work-plan update to the Board in the coming months at which time the Directors can discuss if/when the strategic plan should be updated. The Board discussed how staff is held accountable to the District's purpose, mission and values. While there is not a formal process, individual employees consider the statements regularly and staff will consider how the statements can be further integrated into meetings and daily workflow. The Directors in attendance said that that no changes are needed at this time.

Public Comment – None.

F-3 Fire Department – Mission and Vision Statements, and Core Values.

The Board reviewed the item, accepted public comment and determined that no changes are needed.

Ms. Asher reviewed the staff report. An annual review of the Department's adopted Mission and Vision Statements and Core Values is part of the Board's annual activities. Chief Riley stated that the Fire Department reviews the Standard Operating Procedures and the Mission, Vision and Values annually and has no proposed changes. Director Hover-Smoot commented that she liked that the Mission, Vision and Value statements are very tangible. The Directors in attendance said that that no changes are needed at this time.

Public Comment – None.

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F-4 Personnel Policies and Procedures Manual Update - Educational Incentive Program.

Mike Geary, Jessica Asher, and Jessica Grunst reviewed the staff report and the proposed changes to the policy. The primary changes were an increase to the cumulative maximum incentive from 7.5% to 10% consistent with the maximum incentive available for represented Utility Department personnel, expanding and modernizing the training and certification offerings, and correcting the language describing the salary increase calculation methodology to be consistent with CalPERS requirements and current practice. Discussion included the history and purpose of the educational incentive program, the structure of the personnel related policies and codes, CalPERS program requirements, and the fiscal impacts of the proposed changes.

Director Hudson said the program and proposed changes were reviewed in detail with the personnel committee and that he feels the policy with proposed amendments are beneficial for the District and that there is a reasonable cap on the incentives.

A. Resolution 2020-02

The Board reviewed the item, accepted public comment and adopted Resolution 2020-02 amending Policy 2151.

Director Hover-Smoot made a motion to adopt Resolution 2020-02 amending Policy 2151. The motion was seconded by Director Hudson. The motion passed.

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

B. Resolution 2020-03

The Board reviewed the item, accepted public comment and adopted Resolution 2020-03 rescinding Policy 2151, superseding prior memos regarding educational incentives, and approving revisions to the Personnel Policy and Procedures Manual.

Director Hudson made a motion to adopt Resolution 2020-03 rescinding Policy 2151, superseding prior memos regarding educational incentives, and approving revisions to the Personnel Policy and Procedures Manual. The motion was seconded by Director Hover-Smoot. The motion passed.

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

C. Resolution 2020-04

The Board reviewed the item, accepted public comment and adopted Resolution 2020-04 identifying educational incentives awarded between 5/27/2017 and 1/27/2020.

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Director Hover-Smoot made a motion to adopt Resolution 2020-04 identifying educational incentives awarded between 5/27/2017 and 1/27/2020. The motion was seconded by Director Hudson. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Absent

Mercer – Absent

F-5 Notice of Completion – 2019 Sewer Inspection Project.

The Board reviewed the item, accepted public comment and authorized staff to file a Notice of Completion with Placer County for the 2019 Sewer Inspection Project.

Mr. Hunt reviewed the staff report.

Director Hudson made a motion to authorize staff to file a Notice of Completion with Placer County for the 2019 Sewer Inspection Project. The motion was seconded by Director Hover-Smoot. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Absent

Mercer – Absent

G-1 Fire Department Report

Chief Riley reviewed the report. The 2019 Fire Code (Ordinance 2019-02) was ratified by the Placer County Board of Supervisors, transmitted to the California Department of Housing and Community Development, and is in effect. Call volume has been high. The Department looks forward to better understanding the requirements and proposed inspection process for the new Eastern Placer County Short-Term Rental Ordinance.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report.

G-3 Engineering Report

Mr. Hunt reviewed the report and discussed active engineering projects.

G-4 Administration & Office Report

Ms. Asher reviewed the report.

G-5 General Manager Report

Mr. Geary reviewed the report.

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G-6 Legal Report (verbal)

Mr. Archer had no comments

G-7 Directors' Comments (verbal)

Director Hover-Smoot asked for staff to bring the Board information about a parental leave policy and what a more progressive policy may look like in February such that it can be discussed among staff and the Directors.

Director Cox said he is confident the District will do everything it can to support expecting staff. Staff said that the District adheres to state and federal parental leave policies and that there has been great support for bonding leave in the Operations and Fire Departments associated with the state-run programs. Staff is currently in the process of revising the Personnel Policies and Procedures Manual (PP&PM) to ensure it is compliant with state and federal regulations.

Director Hover-Smoot suggested that as staff is updating the PP&PM, a parental leave policy may be considered. Director Hover-Smoot stated that the State and Federal policies are good, but she feels the policies could be more progressive and is concerned that there is not a District policy specific to parental leave. Director Cox said that the District is a small organization and should/will accommodate our parental staff.

H. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Hudson to adjourn at 10:15 a.m. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Absent

Mercer – Absent

By, J. Asher

APPROVED

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