

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #867
MARCH 31, 2020**

*Agenda with board packet and staff reports is available at the following link:
<https://www.svpsd.org/board-agenda-march-2020>*

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Squaw Valley Public Service District Community Room was not be accessible to the public for this Board meeting. All participants (directors, staff and others) participated via video/teleconference only.

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 Superintendent; 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; Allen Riley, Fire Chief; Tyler Trojan, Junior Engineer.

Others Present: Noyan Süel, Jean Lange, David Mercer, David Stepner, Roshelle Chavez

President Cox asked Jessica Asher 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 stated that AT&T has proposed to construct a cell tower at the top of Broken Arrow this summer.

B-4 Squaw Valley Municipal Advisory Council (SVMAC) – Mr. Geary provided a summary of the most recent meeting including information on the Tourism Business Improvement District.

B-5 Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner said that SVMWC continues to work to procure the United States Department of Agriculture (USDA) loan, however, progress has slowed considerably due to the Coronavirus Pandemic.

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 said that the last T-TSA meeting was cancelled.

B-9 Capital Projects Advisory Committee (CAP) – Ms. Grindle said that the last CAP meeting was cancelled.

APPROVED

SIGNATURE: 

DATE: 5/11/20

B-10 Firewise Community – Chief Riley stated that the Firewise Community meeting has been postponed, the committee is working on the Action Plan.

C. Public Comment/Presentation.

Noyan Süel, General Manager of Olympic Village Inn (OVI) said that the OVI Board is interested in fixing the spotlight which historically lit Tram Face. However, he was concerned about light pollution and asked the Board and public for an opinion on the project. Mr. Stepner said that he should discuss the proposal with the County as any environmental concerns would need to be discussed with the SVMAC. Mr. Geary said that this was out of the District's jurisdiction and to work with the County Planning Department. Ms. Asher said she would provide the Board with Mr. Süel's email address if the Board wished to provide individual opinions to Mr. Süel regarding the issue.

D. Financial Consent Agenda Items.

Directors Hover-Smoot and Mercer convened with staff on March 30, 2020 from approximately 3:00 – 5:30 p.m. to review items D-1 through D-9 and other finance related items on the agenda including item F-8, First Draft of the Fiscal Year 2020-2021 Budget. Ms. Grindle provided a summary. Mr. Burks gave an update on the bike path snow removal.

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 February 25, 2020.

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of February 25, 2020.

Public Comment – None.

Director Ilfeld made a motion to approve the minutes for the Board of Directors meeting of February 25, 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 Community Update – SVPSD Response to COVID-19

The Board reviewed the item and accepted public comment.

Each staff member provided an update on how their work and Department has adjusted to respond to the Coronavirus Pandemic. Items discussed included: departmental isolation, public-closure of the building, administrative staff telecommuting policy, separation of shifts within the Operations Department, daily staff meetings, coordination with peers at other agencies, health screening and disinfection procedures, training cancellation or postponement, new human resources policies, public meeting policies, public message development, legislative letters to advocate for special districts, proactive sewer maintenance, electronic plan review procedures, VPN and video-conferencing.

The Board discussed the impacts to construction projects including residential projects and the Resort at Squaw Creek's development of Well 18-3R; public assistance and concern for neighbors in the Valley; personal protective equipment (PPE) availability and EMS response procedures.

Public Comment –

David Mercer asked if inspections were being performed on short term rentals. Chief Riley responded that the County has not yet defined how fire safety inspections shall be performed for short term rentals. He continues to perform inspections on single family residences and sprinkler systems.

David Stepner asked about COVID cases in Olympic Valley and the Chief responded with information about dispatch screening procedures and Tahoe Forest Hospital testing and clinic procedures.

F-2 PUBLIC HEARING: Ordinance 2020-01 “Adopting a Fire and Life Safety Cost Recovery Schedule.”

The Board reviewed the item, waived the reading of Ordinance 2020-01, accepted public comment and adopted Ordinance 2020-01 “Adopting a Fire and Life Safety Cost Recovery Schedule.”

Chief Riley reviewed proposed Ordinance 2020-01 to adopt a Fire and Life Safety Cost Recovery Schedule. Ms. Asher explained that the ordinance was introduced at the February meeting and that staff followed all requirements for publishing and posting the Ordinance.

Public Comment – None.

Director Hudson made a motion to waive the reading of Ordinance 2020-01, which 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

Director Hudson made a motion to adopt Ordinance 2020-01, which was seconded by Director Mercer. A roll call vote was taken, and the motion passed.

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

F-3 Revisions to the District Administrative Code Chapter 2 – Sanitary Sewer Service Code.

A. Sewer Lateral Pressure Testing Implementation Plan.

The Board reviewed the item, accepted public comment and authorized staff to require and perform sewer lateral pressure testing in accordance with the proposed implementation plan.

Mike Geary reviewed that staff report. The primary change to the sewer code is the addition of a requirement that private building sewer laterals be tested at the transfer of ownership of a property. Based on feedback from the Board at its February meeting, the provision that read *“At the discretion of the General Manager, all building laterals shall be tested every ten (10) years at a minimum,”* was deleted and is not proposed at this time. The staff report included relevant data requested by the Board at the February meeting which was reviewed by Mr. Geary. Next year staff will have more data on cost, the impact to property owners, and staff time required to perform inspections and may propose expansion of the program.

There was a discussion about the timeframe to fix any issues discovered from the pressure testing, which is 1-month and critically, by the end of the construction season. Director Hover-Smoot said the exhibit was helpful and responded very well to the Board’s concerns from the last Board meeting.

Public Comment – None.

Director Hudson made a motion to approve the scope of the March 21, 2020 version of the Sewer Lateral Pressure Testing Implementation Plan, which 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

B. PUBLIC HEARING: Ordinance 2020-02 “Adopting Revisions to the District Administrative Code Chapter 2 – Sanitary Sewer Service Code.”

The Board reviewed the item, waived the reading of Ordinance 2020-02, accepted public comment and adopted Ordinance 2020-02 “Adopting Revisions to the District Administrative Code Chapter 2– Sanitary Sewer Service Code.”

Mr. Geary reviewed the staff report. Based on feedback from the Board at its February meeting, the provision that read “*At the discretion of the General Manager, all building laterals shall be tested every ten (10) years at a minimum,*” was deleted and is not proposed at this time. Ms. Asher explained that the ordinance was introduced at the February meeting and that staff followed all requirements for publishing and posting the Ordinance.

Public Comment – None.

Director Hover-Smoot made a motion to waive the reading of Ordinance 2020-02, 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

Director Hudson made a motion to adopt Ordinance 2020-02, which 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-4 Resolution 2020-05 “Adopting Revisions to the Sewer Technical Specifications.”

The Board reviewed the item, accepted public comment and approved the update to the Sewer Technical Specifications, including the Sewer Standard Details, by adoption of Resolution 2020-05.

Mr. Hunt reviewed the staff report. Revisions are required to correspond with the sewer code revisions associated with building lateral pressure testing requirements. Staff also revised several Sewer Standard Details based on input from construction contractors, operations staff and lessons learned from field inspections. These edits do not substantially change the existing details, but only provide clarification and additional material and construction notes.

Public Comment – None.

Director Mercer made a motion to approve the update to the Sewer Technical Specifications, including the Sewer Standard Details, by adoption of Resolution 2020-05, which was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-5 Award contract for Portable Sewer Emergency Bypass Pump Contract Award.

The Board reviewed the item, accepted public comment, approved the contract with Pac Machine Company, Inc. in the amount of \$44,949.99, authorized the General Manager to execute all contractual documents, and approved an amendment to the FY 2019-20 Water and Sewer FARFs for \$12,949.99. The Board also authorized staff to surplus the existing pump equipment.

Mr. Hunt reviewed the staff report. The District must retire the existing Tier 0 diesel engine emergency bypass pump and replace it with a California's Air Resources Board (CARB) compliant Tier 4 diesel engine driven pump due to new air quality regulations. Staff recommended the purchase of a Godwin CD150S Dri-Prime Pump by awarding a contract to Pac Machines which is based in Sparks, NV. The District has a long successful history of working with Pac Machines on bypass pumping needs. The new pump is expected to have a design life of 20 years.

Staff consulted with T-TSA while developing the design specifications and noted several member agencies including T-TSA have the recommended pump. The District will own the hose and fittings needed for most emergencies but will also be able to share with T-TSA member agencies to allow for mutual aid if needed. Even though the District's are organized to provide mutual aid, it is important the District have its own pump in case neighbors have issues at the same time, such as in a rain on snow event. In response to questions from the Board, Mr. Hunt said that there are no Tier 0 CARB exemptions, even for emergency equipment and it is not possible to retrofit the old pump, which doesn't meet the District's pumping hydraulic requirements.

Public Comment – None.

Director Hudson made a motion to approve the contract with Pac Machine Company, Inc. in the amount of \$44,949.99, to authorize the General Manager to execute all contractual documents and to amend the FY 2019-20 Water and Sewer FARFs by \$12,949.99. The motion was seconded by Director Mercer. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

Director Hudson made a motion to authorize the General Manager to surplus the pump equipment. 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-6 Fire Department Annual Report.

The Board reviewed the item and accepted public comment.

Chief Riley reviewed the reports. The annual report includes a review of the Department's accomplishments and activities in 2019, including calls for service, community CPR classes, child passenger safety program, wildland fire activities, fleet information and staffing information. The report also includes a summary of the Department's defensible space and prevention efforts and a summary of staff training.

The call volume increased from the previous year with a little over 50% of the calls being medical in nature. To date, it does not seem like ownership transition of Tahoe Truckee Medical Group to Tahoe Forest Hospital system has changed operations or call volume for the Department. Chief Riley said that when the budget allows, he would like to return to having a minimum of four staff members on duty (rather than three) so that the Department can provide mutual aid and keep the Olympic Valley station staffed. A four-person crew can respond to two calls simultaneously while a three-member crew can only respond to one call at a time.

There was a discussion about the volunteer program which historically was robust, however, there is a requirement that volunteers live in District so they can quickly "call back" to fill the station when needed. Recently, there has not been enough interest from residents to restart a volunteer program.

Public Comment - None

F-7 Adopt Resolution 2020-06 Acknowledging Receipt of Annual Fire Inspection Services Required by the California Health & Safety Code.

The Board reviewed the item, accepted public comment and adopted Resolution 2020-06.

Chief Riley reviewed the staff report and Resolution 2020-06. On September 27th, 2018, Section 13146.4 was added to the California Health & Safety Code. This requires all fire departments to report to their Board of Directors the ability to meet Sections 13146.2 and 13146.3 regarding completing the required inspections of Educational Group and Residential Group Occupancies.

The Squaw Valley Fire Department has three (3) occupancies that could be considered Group E and twenty-three (23) occupancies that could be considered Group R. All twenty-six (26) of these occupancies were inspected. Some of the occupancies failed their initial inspections, but all the occupancies eventually passed.

All initial failed inspections were due to minor violations, allowing the occupant 30-days to address the problem. These include concerns such as use of extension cords or not having battery back-up for exit lights. Any major violations would need to be addressed immediately.

Public Comment - None

Director Mercer made a motion to adopt Resolution 2020-06, which was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-8 First Draft of FY 2020-2021 Budget and Rates.

The Board reviewed the item and accepted public comment.

This item was reviewed in detail during the Finance Committee yesterday.

Mr. Geary reviewed the most significant change to this year budget: a proposal to increase the Fire Department's staffing levels and provide ambulance service. Details about the proposal, as outlined in the staff report, were reviewed with the Board. Mr. Geary added that the District is also looking at other ways to increase Fire Department revenue. A full report on the proposed staff and service changes will be provided at the April 2020 Board Meeting and the Board will be asked to approve the proposed direction which will be incorporated into the FY 2020-21 Budget to be considered for approval in June.

The FY 2020-21 rate increases (e.g., 4% for water, 5% for sewer, and 3% for garbage) are in line with the 5-year Prop. 218 notice published in 2017 and provide funding to achieve revenue requirements.

Payroll across the utility department will see a 2.43% increase from an annual cost of living adjustment (COLA). The Fire Department's annual salary survey is underway. The first draft of the budget assumes the same COLA as the utility department as well as merit increases where due.

Ms. Grindle reviewed the District's plan to pay down the unfunded accrued liability (UAL) to a 90% funded level in the next 3-5 years.

Mr. Hunt reviewed water capital projects including the first phase of a District-wide water meter replacement program, recoating the West Tank to prolong the life of the asset, sewer line and manhole rehabilitation and TV inspection of sewer lines.

Ms. Grindle reviewed the reserve balances and stated that the District is not currently meeting the minimum reserve balances as a result of paying down the CalPERS's pension liability.

Other items included in the budget and discussed briefly were the development of the Quinquennial Review and Report for the Olympic Valley Groundwater Management Plan and inclusion of expenses for the Olympic Meadow Preserve, if the project is pursued next year.

Public Comment- None

F-9 Records Retention Schedule Revision.

The Board reviewed the item, accepted public comment and approved revisions to the records retention schedule for audio files.

Ms. Asher reviewed the staff report. The legal minimum to retain audiotapes (if recording is performed) is 30-days. The California Secretary of State's guidance is to retain audiotapes for 3-months. The Board briefly discussed audio file retention at the February 25, 2020 regular meeting of the Board and thought that a retention requirement of one-year likely made sense. Staff has proposed changes to the retention schedule to reduce the retention requirement for audio files from ten-years to one-year. There are no proposed changes to the retention schedules for other records in the District's Records Retention Schedule.

Director Cox proposed a three-year retention schedule. Director Hudson said he feels one-year is enough. Mr. Archer reminded the Directors that the minutes are the official record of the meeting and are permanent records, council also reviews all documents prior to destruction to ensure that legally sensitive documents are not destroyed. There are not significant charges related to these reviews.

Mr. Geary said that audio files for key presentations will be retained on our server.

Public Comment – None.

Director Hudson made a motion to approve revisions to the records retention schedule to retain audio files for one-year, 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-10 Records Destruction Request.

The Board reviewed the item, accepted public comment and authorized destruction of records by adoption of Resolution 2020-07.

Ms. Gueissaz reviewed the records destruction request. Staff typically bring a records destruction request to the Board annually. Jessica Asher read the list of audio files that staff plans to retain which include presentations on the Village at Squaw Valley Specific Plan, the Redundant Water Supply – Preferred Alternative Evaluation, the Olympic Meadow Preserve, the Olympic Valley Groundwater Management Plan, the Squaw Creek Aquifer Interaction Study and the Resort at Squaw Creek Development Agreements and discussions related to Well 18-3R. Tom Archer concurred with the retentions request as presented.

Public Comment - None

Director Hover-Smoot made a motion to authorize destruction of records by adoption of Resolution 2020-07, which was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

F-11 Mountain Housing Council – MHC 2.0 Partner Request

The Board reviewed the item, accepted public comment, approved the Partner Request for MHC Funding of \$2,750 per year for three years to the MHC 2.0 Program, designated District representatives, and authorized staff to execute the Collaborative Agreement.

Mr. Geary reviewed the MHC 2.0 Partner Request and staff report. Director Ilfeld provided background on the Mountain Housing Council stating that the group is providing a dedicated and informed attempt to increase achievable housing in the region and has created connections to other mountain communities to find innovative solutions to the problem. The budget provided by MHC was reviewed and the group discussed changes in utility rate structures adopted by agencies in response to the MHC’s policy suggestions. Mr. Geary reviewed how the District has interacted with the Council and the policy recommendations. The Directors agreed the value to our community was significant and the funding requested was appropriate. Director Ilfeld and Mr. Geary will continue to serve as District representatives.

Public Comment - None

Director Hover-Smoot made a motion to approve the Partner Request for MHC Funding, which was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

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

G-1 Fire Department Report

Chief Riley reviewed the report including discussing training specific to call response procedures during a pandemic.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report and stated that annual chlorination and flushing would begin in mid-April.

G-3 Engineering Report

Mr. Hunt reviewed the report and discussed active engineering projects as summarized in the staff report.

G-4 Administration & Office Report

Ms. Asher reviewed the report.

G-5 General Manager Report

Mr. Geary provided a verbal report highlighting his activity over the past month. A written report for March and April will be provided next month.

G-6 Legal Report (verbal)

Mr. Archer commended Mr. Geary, Chief Riley and the staff for their leadership and adjustments during the Coronavirus pandemic.

G-7 Directors' Comments (verbal)

There was a short discussion about Elizabeth Mercer's Celebration of Life and Jessica Asher's maternity leave schedule.

H. Adjourn.

Director Hudson made a motion, seconded by Director Hover-Smoot to adjourn at 12:37 p.m. A roll call vote was taken, the motion passed.

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

By, J. Asher