



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## BOARD OF DIRECTORS MEETING AGENDA

Tuesday, December 15, 2020 at 8:30 A.M.

Teleconference + Video Conference: Phone Number: 1 (872) 240-3412 Access Code: 834-772-173. Please join via the computer for webcam and chat access: <https://global.gotomeeting.com/join/834772173>

Finance Committee on Monday, December 14, 2020 at 3:00 P.M.

The Committee will review finance-related items on this agenda.

Teleconference + Video Conference: Phone Number: 1 (872) 240-3412 Access Code: 586-911-741. Please join via the computer for webcam and chat access: <https://global.gotomeeting.com/join/586911741>

See [guidance, available online here](#), on further details about how to use GoToMeeting and Rules for the Board Meeting.

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Olympic Valley Public Service District Community Room will not be accessible to the public for this Board meeting. The meeting will be accessible via teleconference only. Public comments will be accepted by the Board and should be submitted to the Board Secretary at [info@ovpsd.org](mailto:info@ovpsd.org), by mail at P.O. Box 2026, Olympic Valley, California 96146 (the final mail collection prior to the meeting will be the Monday before the meeting at 2:00 p.m.), and via teleconference on any item on the agenda until the close of public comment on the item.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Board Secretary at 530-583-4692 at least 48 hours preceding the meeting.

Documents presented for an open session to the governing body after distribution of the agenda packet are available for public inspection at the District office during normal District business hours and at the meeting.

Times are approximate. The District's Board of Directors may take formal action on any item.

### A. Call to Order, Roll Call & Pledge of Allegiance.

### B. Community Informational Items.

These non-action agenda items are dedicated to facilitate communications and share information within the Olympic Valley. The organizations include, but are not limited to:

- |                                   |  |
|-----------------------------------|--|
| B-1 Friends of Squaw Creek        | B-6 Squaw Valley Property Owners Assn. |
| B-2 Friends of Squaw Valley       | B-7 Mountain Housing Council           |
| B-3 Squaw Valley Design Review    | B-8 Tahoe Truckee Sanitation Agency    |
| B-4 Squaw Valley MAC              | B-9 Capital Projects Advisory (CAP)    |
| B-5 Squaw Valley Mutual Water Co. | B-10 Firewise Community                |

### C. Public Comment / Presentation.

Members of the public may address the board on items not on this agenda for up to three minutes; however, any matter that requires action by the governing body will, unless an emergency exists, be referred to staff for a report and possible action at a subsequent Board meeting.

**D. Financial Consent Agenda.** All items listed under this agenda item will be approved by one motion. These items are routine, non-controversial, and the finance-related items have been reviewed by the Finance Committee. There will be no separate discussion of these items unless a member of the audience, board or staff requests removal of an item for separate consideration. Any item removed for discussion will be considered after approval of the remaining Consent Agenda items.

- D-1 Operating Account Check Register
- D-2 Operations Enterprise Fund, Revenue vs. Expenditure/Balance Sheet
- D-3 Fire Government Fund, Revenue vs. Expenditure/Balance Sheet
- D-4 Capital Reserve Fund Balance Sheet/Income Statement
- D-5 Combined Revenues/Expenditures/Balance Sheet
- D-6 Fund Balance Statement
- D-7 T-TSD Payment – 2<sup>nd</sup> Quarter
- D-8 Bike Trail Snow Removal, Revenue vs. Expenditure
- D-9 Progress Payment – McClintock Accountancy – Fiscal Year 2019-2020 Audit
- D-10 Progress Payment – Farr West Engineering – Sewer Master Plan
- D-11 Progress Payment – Farr West Engineering – West Tank Recoating Project

**E. Approve Minutes.**

- E-1 Minutes for the Regular Board of Directors meeting of November 17, 2020

**F. Old and New Business.** Members of the public may address the board on each agenda item, up to three minutes or longer based on direction from the Board President.

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

Information Only: Review item and accept public comment.

**F-2 Board Member Oath of Office.**

Proposed Action: Review item, accept public comment and perform the oath of office.

**F-3 Selection of President and Vice-President.**

Proposed Action: Accept public comment, nominate and elect President and Vice President by adoption of Resolution 2020-24.

**F-4 2021 Committee Assignments and Appointments.**

Proposed Action: Review item, accept public comment and the President will determine the 2021 Committee assignments and appointments including appointment to the Mountain Housing Council and North Lake Tahoe Transportation Authority.

**F-5 2021 Board Meeting Schedule.**

Proposed Action: Review item, accept public comment and adopt a meeting schedule for 2021.

**F-6 Flexible Benefit Plan Amendment.**

Proposed Action: Review item, accept public comment and approve Flexible Benefit Plan Amendment with Beniversal, Inc. by adoption of Resolution 2020-25.

**F-7 CalPERS Unfunded Accrued Liability – Additional Payment.**

Proposed Action: Review item, accept public comment and approve an additional payment as budgeted towards the Unfunded Accrued Liabilities (UAL) for CalPERS Safety and Miscellaneous Pension Plans in the amount of \$230,000 and \$600,000, respectfully.

**F-8 Sewer Line Easements – APN 096-230-039.**

**A. Sewer Line Easement Abandonment – APN 096-230-039.**

Proposed Action: Review item, accept public comment and adopt Resolution 2020-26, authorizing the execution of a quitclaim deed abandoning a sewer line easement to Painted Rock, LLC at 5038 River Road; APN #096-230-039.

**B. Sewer Pipeline Easement – APN 096-230-039.**

Proposed Action: Review item, accept public comment and adopt Resolution 2020-27, authorizing execution of sewer pipeline easement from Painted Rock LLC at 5038 River Road; APN #096-230-039.

**F-9 Pressure Zone 1A Project – Engineering Planning Services – Farr West Engineering.**

Proposed Action: Review item, accept public comment, approve professional services agreement with Farr West Engineering for consulting services and authorize the General Manager to execute all contractual documents.

**F-10 California Fire Assistance Agreement Update – Name Change.**

Proposed Action: Review item, accept public comment and update the agreement for the *California Fire Services and Emergency Rescue Mutual Aid System* to change name to Olympic Valley Fire Dept. and re-authorize overtime and portal-to-portal pay for employees by adoption of Resolution 2020-28.

**G. Management Status Reports.**

- G-1 Fire Department Report
- G-2 Water & Sewer Operations Report
- G-3 Engineering Report
- G-4 Administration & Office Report
- G-5 General Manager Report
- G-6 Legal Report (verbal)
- G-7 Directors' Comments (verbal)

**H. Adjourn.**

**TTSA Board Meeting Summary**  
**11-18-20 BOD Meeting**

**1. Meeting was virtual via GoToMeeting**

**2. Public comment**

Mr. Phippen Mader, Mrs. Jane Davis and Mr. Aaron Carlsson provided public comment regarding Agency operations, Board of Directors, staff, and General Manager.

**3. No Sanitary Sewer Overflows**

**4. Status Report**

a) Compliance Report:

- All plant waste discharge requirements were met for the month.

b) Operations Report:

- Overall, the plant performed well through the month.
- Staff prepared operations for winter months.
- After 70 days of adding caustic to final effluent at a set point of 7.5 pH units the last 4 weeks, Well #31 pH is averaging 6.5 pH units.
- Staff is moving forward with the SWRCB requirements for Per-and Polyfluoroalkyl Substances (PFAS) testing.
- Operators continue to train with laboratory Chemists for weekend laboratory testing.

c) Laboratory Report:

- Staff performed necessary laboratory testing per WDR requirements and operational needs for the month of October.
- Last month it was reported the laboratory director had deemed the Trihalomethanes (THM) testing to be inaccurate as the collection process was incorrect. Upon further inquiry, it was found the THMs had been collected and tested as required and the corresponding result was 12.4 ppb.
- The Regional Water Quality Control Board was informed of the THM result correction.
- Staff is moving forward with the SWRCB requirements for Per-and Polyfluoroalkyl Substances (PFAS) testing.
- Staff continued to train operators for weekend testing.

d) Capital Projects Report

- Continued 2020 Admin. Bldg. Remodel project.
- Continued 2020 Digital Scanning of Sewer Lines project.

e) Other Items Report

- Carollo Engineering, Inc. provided a presentation on the Organizational Assessment.
  - The PowerPoint presentation is attached for reference.
  - The Presentation may be viewed in the following link:  
<http://video.ttsa.us/video/ORG11-18-2020.mp4>

- Agency accepted the Organizational Assessment report.
    - Acceptance means confirmation the report is complete.
    - Staff will return at the next Board meeting with recommendations based off the Organizational Assessment report.
    - The Organizational Assessment report is attached for reference.
  - Agency purchased a Submersible Pump and Power Pack for digester cleaning and other plant uses.
- f) Closed session item
- GM performance evaluation.
- g) Additional general information may be referenced from the Agency website:
- *Board meetings.*
    - <https://www.ttsa.net/board-meeting-videos>
  - *Laboratory testing.*
    - <https://www.ttsa.net/wwtp-operator-laboratory-testing>
  - *Classification and Compensation Study.*
    - <https://www.ttsa.net/classification-compensation-study>
  - *Staff Salary Benefit (Resolution No. 12-2019).*
    - <https://www.ttsa.net/salary-and-benefit-resolution>
  - *PERB Decision: Case No. SA-CE-1017-M.*
    - <https://www.ttsa.net/perb-decision-case-no-sa-ce-1017-m>

**Tahoe-Truckee Sanitation Agency**  
**Monitoring and Reporting Program No. 2002-0030**  
**WDID Number 6A290011000**  
**Flow Monitoring Within Collection System: Flow Measurement**  
**Olympic Valley Public Service District**

DATE	<i>November 2020</i>		
	OVPSD Daily Flow MG	OVPSD 7 day Avg Flow MGD	OVPSD Peak Flow MGD
11/01/2020	0.119	0.113	0.227
11/02/2020	0.102	0.113	0.181
11/03/2020	0.097	0.108	0.592
11/04/2020	0.077	0.106	0.160
11/05/2020	0.101	0.105	0.574
11/06/2020	0.121	0.105	0.190
11/07/2020	0.118	0.105	0.227
11/08/2020	0.120	0.105	0.370
11/09/2020	0.109	0.106	0.336
11/10/2020	0.104	0.107	0.176
11/11/2020	0.108	0.112	0.180
11/12/2020	0.103	0.112	0.199
11/13/2020	0.114	0.111	0.197
11/14/2020	0.126	0.112	0.231
11/15/2020	0.116	0.112	0.239
11/16/2020	0.103	0.111	0.176
11/17/2020	0.150	0.117	0.407
11/18/2020	0.138	0.121	0.264
11/19/2020	0.128	0.125	0.297
11/20/2020	0.120	0.126	0.243
11/21/2020	0.141	0.128	0.273
11/22/2020	0.150	0.133	0.296
11/23/2020	0.149	0.139	0.263
11/24/2020	0.162	0.141	0.269
11/25/2020	0.205	0.151	0.416
11/26/2020	0.233	0.166	0.416
11/27/2020	0.245	0.184	0.458
11/28/2020	0.245	0.198	0.550
11/29/2020	0.185	0.204	0.449
11/30/2020	0.130	0.201	0.259
SUMMARY			
AVG	0.137	0.129	0.304
MAX	0.245	0.204	0.592
MIN	0.077	0.105	0.160



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
Operating Account Check Register  
December 31, 2020



**Check Register for Board Packet:**

Check #	Check Date	Name	Module	Amount
48441	11/19/2020	AT&T	AP	138.42
48442	11/19/2020	AT&T	AP	424.48
48443	11/19/2020	AT&T	AP	1,439.35
48444	11/19/2020	AT&T	AP	554.41
48445	11/19/2020	AT&T Mobility	AP	41.40
48446	11/19/2020	Badger Meter, Inc	AP	11,467.79
48447	11/19/2020	Burtens Fire, Inc	AP	177.90
48448	11/19/2020	CA-NV Section, AWWA	AP	100.00
48449	11/19/2020	Cranmer Engineering, Inc.	AP	115.00
48450	11/19/2020	CWEA Renewal	AP	106.00
48451	11/19/2020	CWEA Renewal	AP	106.00
48452	11/19/2020	Farr West Engineering	AP	22,640.99
48453	11/19/2020	Hunt & Sons, Inc.	AP	689.13
48454	11/19/2020	Konica Minolta Business Solutions USA, Inc.	AP	348.62
48455	11/19/2020	Municipal Maintenance	AP	123.63
48456	11/19/2020	Office Depot	AP	1,188.13
48457	11/19/2020	Pape Machinery Inc.	AP	1,877.75
48458	11/19/2020	Puliz Records Mgt Reno	AP	25.00
48459	11/19/2020	Allen H. Riley	AP	270.47
48460	11/19/2020	Michael A. Ross	AP	414.00
48461	11/19/2020	Russell Grant Designs	AP	1,786.12
48462	11/19/2020	Tahoe Truckee Sierra Disposal	AP	236.67
48463	11/19/2020	Thatcher Company, Inc.	AP	6,191.60
48464	11/19/2020	U.S. Bank Corp Payment System	AP	5,193.91
48465	12/4/2020	Amerigas	AP	9,062.24
48466	12/4/2020	AT&T	AP	554.41
48467	12/4/2020	Boss Signs LLC.	AP	2,502.50
48468	12/4/2020	Burtens Fire, Inc	AP	250.01
48469	12/4/2020	Capitol Elevator Company, Inc.	AP	256.00
48470	12/4/2020	Angela M Costamagna	AP	675.00
48471	12/4/2020	D & D Plumbing, Inc.	AP	880.00
48472	12/4/2020	Dell Marketing L.P.	AP	1,128.43
48473	12/4/2020	Eastern Regional Landfill	AP	8.50
48474	12/4/2020	ECMS, Inc.	AP	1,199.02
48475	12/4/2020	Federal Express	AP	30.06
48476	12/4/2020	Flyers Energy LLC	AP	781.65
48477	12/4/2020	Hunt & Sons, Inc.	AP	1,590.52
48478	12/4/2020	Independent Technologies	AP	4,159.80
48479	12/4/2020	Konica Minolta Business Solutions USA, Inc.	AP	60.92
48480	12/4/2020	Life Assist	AP	1,351.22
48481	12/4/2020	LINA	AP	186.78
48482	12/4/2020	LINA	AP	109.63
48483	12/4/2020	Maverick Networks	AP	1,496.40
48484	12/4/2020	McClintock Accountancy Corp	AP	5,000.00
48485	12/4/2020	McClintock Accountancy Corp	AP	4,000.00



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
 Operating Account Check Register  
 December 31, 2020



**Check Register for Board Packet:**

Check #	Check Date	Name	Module	Amount
48486	12/4/2020	Mountain Hardware & Sports	AP	344.60
48487	12/4/2020	Nevada Blue LTD	AP	6,756.75
48488	12/4/2020	North Lake Tahoe Fire	AP	45.00
48489	12/4/2020	North Tahoe Firefighters Association	AP	47.42
48490	12/4/2020	Office Depot	AP	367.18
48491	12/4/2020	Professional Communications	AP	42.40
48492	12/4/2020	Purchase Power	AP	705.50
48493	12/4/2020	Allen H. Riley	AP	68.00
48494	12/4/2020	Smith Power Products, Inc	AP	149.14
48495	12/4/2020	Springbrook Holding Co LLC.	AP	8,984.00
48496	12/4/2020	Standard Insurance Company	AP	482.33
48497	12/4/2020	Standard Insurance Company	AP	375.84
48498	12/4/2020	State Water Resources Control	AP	2,848.00
48499	12/4/2020	Tahoe City Electric, Inc.	AP	1,108.88
48500	12/4/2020	Tahoe Forest Health System	AP	494.00
48501	12/4/2020	Tahoe Supply Company LLC	AP	191.12
48502	12/4/2020	The Union	AP	444.72
48503	12/4/2020	Thomas S Archer	AP	1,430.00
48504	12/4/2020	Uline	AP	84.62
48505	12/4/2020	Hans Walde	AP	400.00
				<b>116,309.36</b>
				65
<b>Electronic/ ACH Payments</b>				
	12/8/2020	December CalPERS Medical		31,324.06
	12/8/2020	Kansas City Dental		1,885.70
	12/8/2020	BRI- Monthly Admin Invoice		100.00
	12/11/2020	CalPERS Pension Payment		28,573.38
	12/11/2020	EDD- State Payroll Taxes		7,035.36
	12/11/2020	IRS- Federal Payroll Taxes		29,897.42
	12/11/2020	MassMutual 457 Payment		6,576.91
	12/11/2020	Union Dues		473.42
	12/11/2020	BRI- Café Plan		971.16
	12/11/2020	Payroll Direct Deposits		84,993.25
	12/11/2020	CalPERS 457 Payment		1,360.00
				<b>193,190.66</b>
<b>Total Cash Disbursements</b>				<b>309,500.02</b>





OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
REVENUES & EXPENDITURES  
November 30, 2020



	ENTERPRISE OPERATIONS						CONSOLIDATED				YTD Prior Year Nov-19	Over/ (under) from PY			
	Water Actual YTD Nov-20	Water Budget YTD Nov-20	Over/ (under) YTD	Sewer Actual YTD Nov-20	Sewer Budget YTD Nov-20	Over/ (under) YTD	Garbage Actual YTD Nov-20	Garbage Budget YTD Nov-20	Over/ (under) YTD	Actual YTD			Total Budget	Remaining Budget	YTD % to Budget
Rate Revenue	1,925,923	1,925,446	477	1,453,883	1,446,983	6,900	281,001	279,770	1,231	3,660,807	3,652,199	(8,608)	100.2%	3,682,430	(21,623)
Tax Revenue	4,167	4,167	-	4,167	4,167	-	-	-	-	8,333	20,000	11,667	41.7%	8,333	0
Rental Revenue	13,284	13,187	97	13,284	13,187	97	-	-	-	26,569	63,299	36,730	42.0%	26,507	62
Bike Trail	2,093	2,091	2	2,093	2,091	2	-	-	-	4,185	46,000	41,815	9.1%	4,185	-
Mutual Water Company	39,259	42,351	(3,092)	-	-	-	-	-	-	39,259	101,643	62,384	38.6%	43,240	(3,982)
Billable Wages & Capital Labor	5,718	12,674	(6,956)	3,860	8,576	(4,716)	-	-	-	9,578	51,000	41,422	18.8%	58,148	(48,570)
Grants	603	11,430	(10,827)	603	11,430	(10,827)	-	-	-	1,207	54,866	53,660	2.2%	-	1,207
Administration	4,135	7,639	(3,504)	4,135	7,639	(3,504)	-	-	-	8,271	36,668	28,397	22.6%	15,329	(7,058)
<b>Total Revenue</b>	<b>1,995,182</b>	<b>2,018,985</b>	<b>(23,804)</b>	<b>1,482,025</b>	<b>1,494,074</b>	<b>(12,049)</b>	<b>281,001</b>	<b>279,770</b>	<b>1,231</b>	<b>3,758,208</b>	<b>4,025,675</b>	<b>267,467</b>	<b>93.4%</b>	<b>3,838,172</b>	<b>(79,964)</b>
Salaries & Wages	294,442	336,586	(42,144)	289,107	269,162	19,945	2,098	-	2,098	585,647	1,453,796	868,149	40.3%	563,276	22,371
Employee Benefits	135,011	162,995	(27,984)	134,708	130,493	4,216	525	-	525	270,244	704,379	434,135	38.4%	446,532	(176,289)
Billable Wages & Capital Labor	5,718	12,674	(6,956)	3,860	8,576	(4,716)	-	-	-	9,578	51,000	41,422	18.8%	58,148	(48,570)
Materials & Supplies	22,382	28,229	(5,847)	7,003	5,104	1,899	-	-	-	29,385	80,000	50,615	36.7%	40,655	(11,270)
Maintenance Equipment	15,862	9,708	6,153	773	3,771	(2,998)	-	-	-	16,635	32,350	15,715	51.4%	9,216	7,419
Facilities: Maintenance & Repairs	6,001	16,340	(10,339)	5,017	6,578	(1,561)	-	-	-	11,018	55,004	43,986	20.0%	13,568	(2,551)
Training & Memberships	733	6,173	(5,440)	4,927	5,106	(179)	-	-	-	5,660	27,070	21,410	20.9%	9,983	(4,323)
Vehicle Repair/Maintenance	4,810	7,500	(2,690)	7,030	6,667	363	-	-	-	11,840	34,000	22,160	34.8%	19,970	(8,130)
Garbage Contract	-	-	-	-	-	-	113,015	111,623	1,392	113,015	267,895	154,880	42.2%	107,845	5,170
Board Expenses	7,792	11,833	(4,041)	7,792	11,833	(4,041)	-	-	-	15,584	56,800	41,216	27.4%	20,442	(4,858)
Consulting	23,249	29,097	(5,848)	23,249	29,097	(5,848)	-	-	-	46,498	139,666	93,168	33.3%	21,451	25,047
Insurance	14,080	14,056	24	14,080	14,056	24	-	-	-	28,160	67,470	39,310	41.7%	20,359	7,801
Rents/Licenses & Permits	10,051	9,048	1,003	10,051	9,048	1,003	-	-	-	20,101	43,430	23,329	46.3%	20,372	(271)
Office Expenses	8,456	11,276	(2,821)	8,456	11,276	(2,821)	-	-	-	16,911	54,126	37,215	31.2%	14,367	2,544
Travel, Meetings & Recruitment	342	2,875	(2,533)	342	2,875	(2,533)	-	-	-	684	13,800	13,116	5.0%	1,505	(821)
Utilities	31,411	32,888	(1,477)	9,934	14,188	(4,254)	-	-	-	41,345	112,982	71,637	36.6%	33,855	7,491
Park & Bike Trail	1,513	-	1,513	1,513	-	1,513	-	-	-	3,026	21,000	17,974	14.4%	18,504	(15,478)
Interest & Misc	6,294	6,986	(692)	6,294	6,986	(692)	-	-	-	12,588	33,533	20,945	37.5%	14,607	(2,019)
Transfer to/from Capital Resv	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
<b>Total Expenses</b>	<b>588,147</b>	<b>698,265</b>	<b>(110,119)</b>	<b>534,136</b>	<b>534,817</b>	<b>(680)</b>	<b>115,638</b>	<b>111,623</b>	<b>4,015</b>	<b>1,237,920</b>	<b>3,248,301</b>	<b>2,010,380</b>	<b>38.1%</b>	<b>1,434,658</b>	<b>(196,737)</b>
<b>Operating Surplus (Deficit)</b>	<b>1,407,035</b>	<b>1,320,720</b>	<b>86,315</b>	<b>947,889</b>	<b>959,257</b>	<b>(11,368)</b>	<b>165,364</b>	<b>168,147</b>	<b>(2,783)</b>	<b>2,520,288</b>	<b>777,374</b>			<b>2,403,514</b>	<b>116,773</b>
Depreciation	128,985	135,736	(6,750)	128,985	135,736	(6,750)	-	-	-	257,971	651,531	393,561	39.6%	261,112	(3,141)
<b>Net Surplus (Deficit)</b>	<b>1,278,050</b>	<b>1,184,984</b>	<b>93,065</b>	<b>818,904</b>	<b>823,522</b>	<b>(4,618)</b>	<b>165,364</b>	<b>168,147</b>	<b>(2,783)</b>	<b>2,262,317</b>	<b>125,843</b>			<b>2,142,403</b>	<b>119,914</b>

41.7% of the Budgeted Year Expended

**Highlights**

- **Revenue** year to date is at \$3.76 million. This is a decrease of PY by approximately \$80K. This is mostly due to less consumption billed and less billable/capital labor.
- **Salaries & Wages** Are under budget in the Water Department and over budget in the Sewer Department. When combining all wages we are under plan due to one full-time position that was working part-time. Billable wages are reimbursable. Capital Labor relates to capital projects and are not expensed. Year to date we have billed for less outside projects and capital labor than plan.
- **Materials and Supplies** relates primarily to caustic soda purchases.
- **Maintenance Equipment** is over budget in the water dept. due to meters purchased for the Palisades development.
- **Rents/Licenses & Permits** consists of bank fees as well as many contracts such as accounting software, CSDA, Vueworks and the Konica copier.
- **Interest & Misc** consists of interest due on the building loan. The loan will be paid off in 2028.
- In total we are 42% through the year. Revenues are at 93% of the budget and expenses are at 38%. Compared to prior year at this time, our net surplus is \$120K higher, mostly due to no additional payment to PERS at this time.



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**ENTERPRISE BALANCE SHEET**  
 November 30, 2020



	Balance Nov-20	Balance Oct-20	Change Prior Month	Balance Nov-19	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	713,167	1,066,955	(353,788)	521,937	191,230
Accounts Receivable	182,179	263,130	(80,951)	182,839	(660)
Prepaid Expenses	139,669	153,730	(14,061)	393,342	(253,673)
<b>Total Current Assets</b>	<b>1,035,015</b>	<b>1,483,815</b>	<b>(448,799)</b>	<b>1,098,118</b>	<b>(63,103)</b>
<b>Noncurrent Assets</b>					
Open Projects	573,132	563,504	9,628	2,181,666	(1,608,534)
Property, Plant, & Equipment	27,504,687	27,504,637	50	25,409,048	2,095,639
Accumulated Depreciation	(17,783,251)	(17,731,607)	(51,644)	(17,253,131)	(530,120)
Intercompany	2,301,282	2,077,542	223,740	1,620,328	680,953
<b>Total Noncurrent Assets</b>	<b>12,595,850</b>	<b>12,414,076</b>	<b>181,774</b>	<b>11,957,911</b>	<b>637,938</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	1,943,579	1,943,579	-	1,274,214	669,365
Deferred Outflows - OPEB	44,269	44,269	-	10,507	33,763
<b>Total Deferred Outflows</b>	<b>1,987,848</b>	<b>1,987,848</b>	<b>-</b>	<b>1,284,720</b>	<b>703,128</b>
<b>Total Assets</b>	<b>15,618,713</b>	<b>15,885,739</b>	<b>(267,026)</b>	<b>14,340,750</b>	<b>1,277,963</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	42,979	28,772	14,207	29,592	13,387
Accrued Expenses	224,621	205,371	19,250	308,049	(83,428)
Payroll Liabilities	252,461	243,504	8,957	215,277	37,184
Current Portion-Building loan	94,130	94,130	-	91,097	3,034
<b>Total Current Liabilities</b>	<b>614,191</b>	<b>571,778</b>	<b>42,413</b>	<b>644,015</b>	<b>(29,824)</b>
<b>Long-Term Liabilities</b>					
Building & Land Loans	752,775	752,775	-	846,905	(94,130)
PERS LT Liability	2,351,163	2,351,163	-	2,650,101	(298,938)
Other Post Employment Benefits	408,271	408,271	-	344,576	63,695
<b>Total LT Liabilities</b>	<b>3,512,209</b>	<b>3,512,209</b>	<b>-</b>	<b>3,841,582</b>	<b>(329,373)</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	418,918	418,918	-	185,521	233,397
Deferred Inflows - OPEB	10,032	10,032	-	11,147	(1,115)
<b>Total Deferred Inflows</b>	<b>428,950</b>	<b>428,950</b>	<b>-</b>	<b>196,669</b>	<b>232,282</b>
<b>Total Liabilities</b>	<b>4,555,350</b>	<b>4,512,937</b>	<b>42,413</b>	<b>4,682,265</b>	<b>(126,915)</b>
<b>NET POSITION</b>					
Investment in Capital Assets	8,801,046	8,801,046	-	7,516,082	1,284,964
Current Year Net Income	2,262,317	2,571,756	(309,439)	2,142,403	119,914
<b>Total Net Position</b>	<b>11,063,363</b>	<b>11,372,802</b>	<b>(309,439)</b>	<b>9,658,484</b>	<b>1,404,879</b>
<b>Total Liabilities and Net Position</b>	<b>15,618,713</b>	<b>15,885,739</b>	<b>(267,026)</b>	<b>14,340,750</b>	<b>1,277,963</b>



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
REVENUES & EXPENDITURES  
November 30, 2020



FIRE DEPARTMENT OPERATIONS

	Actual YTD Nov-20	Budget YTD Nov-20	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Nov-19	Over/ (under) to PY
Rate Revenue	-	-	\$ -		\$ -	0.0%	-	\$ -
Tax Revenue	\$ 1,515,390	\$ 1,515,390	\$ (0)	\$ 3,636,937	\$ 2,121,547	41.7%	\$ 1,475,510	\$ 39,880
Strike Team/ /Station 22 Revenue	\$ 468,578	\$ -	\$ 468,578	\$ -	\$ (468,578)	0.0%	\$ 12,733	\$ 455,846
Rental Revenue	\$ 13,086	\$ 13,188	\$ (101)	\$ 31,650	\$ 18,564	41.3%	\$ 13,055	\$ 31
Inspections	\$ 15,122	\$ -	\$ 15,122	\$ 2,000	\$ (13,122)	756.1%	\$ -	\$ 15,122
Administration	\$ 474	\$ 6,397	\$ (5,923)	\$ 15,353	\$ 14,879	3.1%	\$ 7,261	\$ (6,787)
<b>Total Revenue</b>	<b>\$ 2,012,650</b>	<b>\$ 1,534,975</b>	<b>\$ 477,675</b>	<b>\$ 3,685,940</b>	<b>\$ 1,673,290</b>	<b>54.6%</b>	<b>\$ 1,508,559</b>	<b>\$ 504,091</b>
Salaries & Wages	\$ 675,660	\$ 736,318	\$ (60,658)	\$ 1,767,163	\$ 1,091,503	38.2%	\$ 725,209	\$ (49,549)
Employee Benefits	\$ 414,299	\$ 440,080	\$ (25,780)	\$ 1,056,191	\$ 641,892	39.2%	\$ 495,249	\$ (80,950)
Billable Wages & Benefits	\$ 262,423	\$ -	\$ 262,423	\$ -	\$ -	0.0%	\$ 12,733	\$ 249,690
Admin Salaries & Benefits	\$ 128,056	\$ 136,231	\$ (8,174)	\$ 326,954	\$ 198,897	39.2%	\$ 129,246	\$ (1,189)
Materials & Supplies	\$ 17,178	\$ 12,886	\$ 4,292	\$ 30,926	\$ 13,748	55.5%	\$ 6,354	\$ 10,824
Maintenance Equipment	\$ 4,170	\$ 10,771	\$ (6,601)	\$ 25,850	\$ 21,680	16.1%	\$ 2,679	\$ 1,491
Facilities: Maintenance & Repairs	\$ 5,360	\$ 12,292	\$ (6,932)	\$ 29,500	\$ 24,140	18.2%	\$ 7,915	\$ (2,555)
Training & Memberships	\$ 3,828	\$ 15,833	\$ (12,006)	\$ 38,000	\$ 34,172	10.1%	\$ 6,134	\$ (2,306)
Vehicle Repair/Maintenance	\$ 8,398	\$ 12,208	\$ (3,811)	\$ 29,300	\$ 20,902	28.7%	\$ 6,543	\$ 1,854
Board Expenses	\$ 5,195	\$ 7,333	\$ (2,139)	\$ 17,600	\$ 12,405	29.5%	\$ 6,814	\$ (1,619)
Consulting	\$ 10,963	\$ 10,248	\$ 715	\$ 24,595	\$ 13,632	44.6%	\$ 11,596	\$ (633)
Insurance	\$ 19,008	\$ 20,283	\$ (1,275)	\$ 48,679	\$ 29,671	39.0%	\$ 14,346	\$ 4,662
Rents/Licenses & Permits	\$ 10,111	\$ 28,762	\$ (18,651)	\$ 69,029	\$ 58,918	14.6%	\$ 16,764	\$ (6,653)
Office Expenses	\$ 3,589	\$ 8,256	\$ (4,667)	\$ 19,815	\$ 16,226	18.1%	\$ 5,847	\$ (2,258)
Travel, Meetings & Recruitment	\$ 451	\$ 7,615	\$ (7,164)	\$ 18,275	\$ 17,824	2.5%	\$ 3,955	\$ (3,504)
Utilities	\$ 14,546	\$ 19,094	\$ (4,548)	\$ 45,826	\$ 31,280	31.7%	\$ 11,734	\$ 2,812
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,583,233</b>	<b>\$ 1,478,209</b>	<b>\$ 105,024</b>	<b>\$ 3,547,702</b>	<b>\$ 2,226,892</b>	<b>44.6%</b>	<b>\$ 1,463,117</b>	<b>\$ 120,116</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ 429,418</b>	<b>\$ 56,766</b>	<b>\$ 372,652</b>	<b>\$ 138,238</b>			<b>\$ 45,442</b>	<b>\$ 383,975</b>
Depreciation	\$ 97,490	\$ 98,785	\$ (1,295)	\$ 237,084	\$ 139,594	41.1%	\$ 101,942	\$ (4,452)
<b>Net Surplus (Deficit)</b>	<b>\$ 331,928</b>	<b>\$ (42,019)</b>	<b>\$ 373,947</b>	<b>\$ (98,846)</b>			<b>\$ (56,499)</b>	<b>\$ 388,427</b>

41.7% of the Budgeted Year Expended

**Highlights**

**-Revenue** is at \$2M for the year. This is over plan by \$478K and \$504K more than prior year due to strike teams.

**-Salaries, Benefits, and Billable Wages** are over budget due to strike teams. This should be viewed in conjunction with strike team revenue.

**-Admin Salaries & Benefits:** One quarter of the administration salaries are allocated to the Fire Department.

**-Materials & Supplies** include EMS supplies, household, protective gear, & uniforms. There was an \$8K purchase towards new logo uniforms.

**-Insurance** consists of our property and liability insurance with SDRMA. Rates increased this year by 35%.

-In total we are 41% through the year. Revenues are at 55% of the budget and expenses are at 45%.

Compared to prior year at this time, our net surplus is \$388K higher. This is due to assisting in wildland fires.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
GOVERNMENTAL BALANCE SHEET  
November 30, 2020



	Balance Nov-20	Balance Oct-20	Change Prior Month	Balance Nov-19	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	-	-	-	-	-
Accounts Receivable	465,569	469,121	(3,552)	18,091	447,479
Prepaid Expenses	183,390	235,082	(51,692)	299,460	(116,070)
<b>Total Current Assets</b>	<b>648,959</b>	<b>704,203</b>	<b>(55,244)</b>	<b>317,551</b>	<b>331,409</b>
<b>Noncurrent Assets</b>					
Open Projects	2,893	1,694	1,199	4,580	(1,688)
Property, Plant, & Equipment	8,192,929	8,192,929	-	8,190,803	2,126
Accumulated Depreciation	(3,416,070)	(3,396,572)	(19,498)	(3,180,471)	(235,600)
Intercompany	598,088	517,252	80,836	525,905	72,183
<b>Total Noncurrent Assets</b>	<b>5,377,839</b>	<b>5,315,302</b>	<b>62,537</b>	<b>5,540,817</b>	<b>(162,979)</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	1,390,445	1,390,445	-	1,455,619	(65,174)
Deferred Outflows - OPEB	41,757	41,757	-	3,967	37,789
<b>Total Deferred Outflows</b>	<b>1,432,201</b>	<b>1,432,201</b>	<b>-</b>	<b>1,459,586</b>	<b>(27,384)</b>
<b>Total Assets</b>	<b>7,458,999</b>	<b>7,451,706</b>	<b>7,293</b>	<b>7,317,953</b>	<b>141,046</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	15,311	10,392	4,919	10,447	4,864
Accrued Expenses	-	-	-	-	-
Payroll Liabilities	494,815	483,351	11,464	441,129	53,686
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>510,126</b>	<b>493,743</b>	<b>16,383</b>	<b>451,575</b>	<b>58,551</b>
<b>Long-Term Liabilities</b>					
Building and Land Loans	-	-	-	-	-
PERS LT Liability	2,939,480	2,939,480	-	3,076,605	(137,125)
Other Post Employment Benefits	334,040	334,040	-	281,926	52,114
<b>Total LT Liabilities</b>	<b>3,273,520</b>	<b>3,273,520</b>	<b>-</b>	<b>3,358,531</b>	<b>(85,011)</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	284,305	284,305	-	76,537	207,768
Deferred Inflows - OPEB	16,369	16,369	-	18,188	(1,819)
<b>Total Deferred Inflows</b>	<b>300,674</b>	<b>300,674</b>	<b>-</b>	<b>94,724</b>	<b>205,949</b>
<b>Total Liabilities</b>	<b>4,084,320</b>	<b>4,067,937</b>	<b>16,383</b>	<b>3,904,831</b>	<b>179,489</b>
<b>NET POSITION</b>					
Investment in Capital Assets	3,042,752	3,042,752	-	3,469,622	(426,870)
Current Year Net Income	331,928	341,017	(9,089)	(56,499)	388,427
<b>Total Net Position</b>	<b>3,374,680</b>	<b>3,383,769</b>	<b>(9,089)</b>	<b>3,413,123</b>	<b>(38,443)</b>
<b>Total Liabilities and Net Position</b>	<b>7,458,999</b>	<b>7,451,706</b>	<b>7,293</b>	<b>7,317,953</b>	<b>141,046</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**REVENUES & EXPENDITURES**  
 November 30, 2020

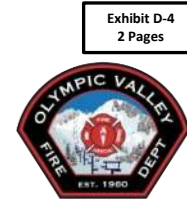


Exhibit D-4  
2 Pages

**CAPITAL RESERVES OPERATIONS**

	YTD Actual Nov-20	YTD Budget Nov-20	Over/ (under) to Budget	Annual Budget	Remaining Budget	YTD % to Budget	YTD Prior Yr Nov-19	Over/ (under) to Prior Yr
Connection Fees	444,471	93,755	350,716	225,012	(219,459)	197.5%	243,560	200,911
Placer Cty Tax	83,139	-	83,139	3,693,876	3,610,737	2.25%	77,075	6,064
HOPTR	3,703	-	3,703	36,939	33,236	10.0%	3,758	(55)
Interest	27,137	35,556	(8,418)	85,334	58,197	31.8%	64,530	(37,392)
<b>Total Revenue</b>	<b>558,450</b>	<b>129,311</b>	<b>429,139</b>	<b>4,041,161</b>	<b>3,482,711</b>	<b>13.8%</b>	<b>388,923</b>	<b>169,527</b>
Transfers to Utility and Fire	1,523,724	1,523,724	-	3,656,937	2,133,213	41.7%	1,483,844	39,880
Capital Reserve Expenditures	-	-	-	73,878	73,878	0.0%	3,993	(3,993)
<b>Total Expenses</b>	<b>1,523,724</b>	<b>1,523,724</b>	<b>-</b>	<b>3,730,815</b>	<b>2,207,091</b>	<b>40.8%</b>	<b>1,487,837</b>	<b>35,887</b>
<b>Net Surplus (Deficit)</b>	<b>(965,273)</b>	<b>(1,394,413)</b>	<b>429,139</b>	<b>310,346</b>	<b>1,275,619</b>		<b>(1,098,914)</b>	<b>133,641</b>

41.7% of the Budgeted Year Expended

**Highlights**

- Transfers to Utility and Fire relate to budgeted tax revenue that we allocate to each department.
  - Capital Reserve Expenditures relate to fees from Placer County to administer our Ad Valorem revenues.
  - There were zero new connections during the month of November.
  - The District has received the Estimated Allocation of Property Taxes for Fiscal Year 2021, also known as the "September Surprise".
- The total anticipated tax revenue, less any fees from the county is estimated to be \$3,727,000.  
 This is an increase over the prior year actual revenue received by \$88,000 or %2.41. It is \$71,000 greater than the budgeted amount.



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**CAPITAL RESERVES**  
**BALANCE SHEET**  
 November 30, 2020



	Balance Nov-20	Balance Oct-20	Change Prior Month	Balance Nov-19	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	8,222,232	8,204,012	18,220	7,671,172	551,060
Accounts Receivable	4,353	7,795	(3,441)	2,704	1,649
Prepaid Expenses	-	-	-	-	-
<b>Total Current Assets</b>	<b>8,226,586</b>	<b>8,211,807</b>	<b>14,779</b>	<b>7,673,876</b>	<b>552,709</b>
<b>Noncurrent Assets</b>					
Open Projects	-	-	-	-	-
Property, Plant, & Equipment	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-
Intercompany	(2,899,369)	(2,594,794)	(304,576)	(2,146,234)	(753,136)
<b>Total Noncurrent Assets</b>	<b>(2,899,369)</b>	<b>(2,594,794)</b>	<b>(304,576)</b>	<b>(2,146,234)</b>	<b>(753,136)</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	-	-	-	-	-
Deferred Outflows - OPEB	-	-	-	-	-
<b>Total Deferred Outflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Assets</b>	<b>5,327,216</b>	<b>5,617,013</b>	<b>(289,797)</b>	<b>5,527,643</b>	<b>(200,426)</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	-	-	-	-	-
Accrued Expenses	-	-	-	-	-
Payroll Liabilities	-	-	-	-	-
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Long-Term Liabilities</b>					
Building & Land Loans	-	-	-	-	-
PERS LT Liability	-	-	-	-	-
Other Post Employment Benefits	-	-	-	-	-
<b>Total LT Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	-	-	-	-	-
Deferred Inflows - OPEB	-	-	-	-	-
<b>Total Deferred Inflows</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET POSITION</b>					
Investment in Capital Assets	-	-	-	-	-
Water Capital	1,013,550	1,013,550	-	692,605	320,945
Sewer Capital	165,610	165,610	-	162,015	3,595
Fire Capital	71,842	71,842	-	23,792	48,049
Water FARF	1,360,593	1,360,593	-	1,196,772	163,821
Sewer FARF	2,703,327	2,703,327	-	3,788,521	(1,085,194)
Garbage FARF	169,601	169,601	-	192,902	(23,302)
Fire FARF	783,773	783,773	-	569,182	214,591
Bike Trail Snow Removal FARF	24,194	24,194	-	767	23,427
Current Year Net Income	(965,273)	(675,477)	(289,797)	(1,098,914)	133,641
<b>Total Net Position</b>	<b>5,327,216</b>	<b>5,617,013</b>	<b>(289,797)</b>	<b>5,527,643</b>	<b>(200,426)</b>
<b>Total Liabilities and Net Position</b>	<b>5,327,216</b>	<b>5,617,013</b>	<b>(289,797)</b>	<b>5,527,643</b>	<b>(200,426)</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**REVENUES & EXPENDITURES - INTERNAL USE ONLY**  
November 30, 2020



**COMBINED OPERATIONS**

	Actual YTD Nov-20	Budget YTD Nov-20	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Nov-19	Over/ (under) to PY
Rate Revenue	\$ 3,660,807	\$ 3,652,199	\$ 8,608	\$ 3,652,199	\$ (8,608)	100.2%	\$ 3,682,430	\$ (21,623)
Tax Revenue	\$ 86,842	\$ 0	\$ 86,842	\$ 3,730,815	\$ 3,643,973	2.3%	\$ 80,833	\$ 6,009
Connection Fees	\$ 444,471	\$ 93,755	\$ 350,716	\$ 225,012	\$ (219,459)	197.5%	\$ 243,560	\$ 200,911
Rental Revenue	\$ 39,655	\$ 39,562	\$ 93	\$ 94,949	\$ 55,294	41.8%	\$ 39,562	\$ 93
Bike Trail	\$ 4,185	\$ 4,182	\$ 3	\$ 46,000	\$ 41,815	9.1%	\$ 4,185	\$ -
Mutual Water Company	\$ 39,259	\$ 42,351	\$ (3,092)	\$ 101,643	\$ 62,384	38.6%	\$ 43,240	\$ (3,982)
Billable Wages & Capital Labor	\$ 478,156	\$ 21,250	\$ 456,906	\$ 51,000	\$ (427,157)	937.6%	\$ 70,881	\$ 407,276
Grants	\$ 1,207	\$ 22,861	\$ (21,654)	\$ 54,866	\$ 53,660	2.2%	\$ -	\$ 1,207
Administration & Interest	\$ 35,882	\$ 57,231	\$ (21,349)	\$ 137,355	\$ 101,473	26.1%	\$ 87,119	\$ (51,237)
Inspections	\$ 15,122	\$ -	\$ 15,122	\$ 2,000	\$ (13,122)	\$ 8	\$ -	\$ 15,122
Dedications	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 4,805,585</b>	<b>\$ 3,933,391</b>	<b>\$ 872,194</b>	<b>\$ 8,095,839</b>	<b>\$ 3,290,254</b>	<b>59.4%</b>	<b>\$ 4,251,811</b>	<b>\$ 553,775</b>
Salaries & Wages	\$ 1,261,307	\$ 1,342,066	\$ (80,759)	\$ 3,220,959	\$ 1,959,652	39.2%	\$ 1,288,484	\$ (27,178)
Employee Benefits	\$ 684,543	\$ 733,567	\$ (49,025)	\$ 1,760,570	\$ 1,076,027	38.9%	\$ 941,781	\$ (257,238)
Billable Wages & Capital Labor	\$ 272,001	\$ 21,250	\$ 250,751	\$ 51,000	\$ (221,001)	533.3%	\$ 70,881	\$ 201,120
Admin Salaries & Benefits	\$ 128,056	\$ 136,231	\$ (8,174)	\$ 326,954	\$ 198,897	39.2%	\$ 129,246	\$ (1,189)
Materials & Supplies	\$ 46,563	\$ 46,219	\$ 344	\$ 110,926	\$ 64,363	42.0%	\$ 47,009	\$ (446)
Maintenance Equipment	\$ 20,805	\$ 24,250	\$ (3,445)	\$ 58,200	\$ 37,395	35.7%	\$ 11,895	\$ 8,910
Facilities: Maintenance & Repairs	\$ 16,378	\$ 35,210	\$ (18,832)	\$ 84,504	\$ 68,126	19.4%	\$ 21,484	\$ (5,106)
Training & Memberships	\$ 9,488	\$ 27,113	\$ (17,625)	\$ 65,070	\$ 55,582	14.6%	\$ 16,117	\$ (6,629)
Vehicle Repair/Maintenance	\$ 20,238	\$ 26,375	\$ (6,137)	\$ 63,300	\$ 43,062	32.0%	\$ 26,514	\$ (6,276)
Garbage	\$ 113,015	\$ 111,623	\$ 1,392	\$ 267,895	\$ 154,880	42.2%	\$ 107,845	\$ 5,170
Board Expenses	\$ 20,779	\$ 31,000	\$ (10,221)	\$ 74,400	\$ 53,621	27.9%	\$ 27,256	\$ (6,477)
Consulting	\$ 57,461	\$ 68,442	\$ (10,981)	\$ 164,261	\$ 106,800	35.0%	\$ 33,047	\$ 24,414
Insurance	\$ 47,167	\$ 48,395	\$ (1,228)	\$ 116,149	\$ 68,982	40.6%	\$ 34,705	\$ 12,463
Rents/Licenses & Permits	\$ 30,212	\$ 46,858	\$ (16,646)	\$ 112,459	\$ 82,247	26.9%	\$ 37,136	\$ (6,924)
Office Expenses	\$ 20,500	\$ 30,809	\$ (10,309)	\$ 73,941	\$ 53,441	27.7%	\$ 20,214	\$ 286
Travel, Meetings & Recruitment	\$ 1,135	\$ 13,365	\$ (12,230)	\$ 32,075	\$ 30,940	3.5%	\$ 5,460	\$ (4,325)
Utilities	\$ 55,891	\$ 66,170	\$ (10,279)	\$ 158,808	\$ 102,917	35.2%	\$ 45,589	\$ 10,303
Bike Trail	\$ 3,026	\$ -	\$ 3,026	\$ 21,000	\$ 17,974	14.4%	\$ 18,504	\$ (15,478)
Interest	\$ 12,588	\$ 13,972	\$ (1,384)	\$ 107,411	\$ 94,823	11.7%	\$ 18,600	\$ (6,012)
<b>Total Expenses</b>	<b>\$ 2,821,153</b>	<b>\$ 2,822,914</b>	<b>\$ (1,761)</b>	<b>\$ 6,869,881</b>	<b>\$ 4,048,728</b>	<b>41.1%</b>	<b>\$ 2,901,768</b>	<b>\$ (80,615)</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ 1,984,432</b>	<b>\$ 1,110,477</b>	<b>\$ 873,955</b>	<b>\$ 1,225,958</b>			<b>\$ 1,350,043</b>	<b>\$ 634,389</b>
Depreciation	\$ 355,461	\$ 370,256	\$ (14,796)	\$ 888,615	\$ 533,155	40.0%	\$ 363,053	\$ (7,593)
<b>Net Surplus (Deficit)</b>	<b>\$ 1,628,971</b>	<b>\$ 740,221</b>	<b>\$ 888,751</b>	<b>\$ 337,342</b>			<b>\$ 986,989</b>	<b>\$ 641,982</b>

41.7% of the Budgeted Year Expended



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**COMBINED BALANCE SHEET - INTERNAL USE ONLY**  
 November 30, 2020



	Balance Nov-20	Balance Oct-20	Change Prior Month	Balance Nov-19	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	8,935,400	9,270,967	(335,568)	8,193,109	742,290
Accounts Receivable	652,102	740,045	(87,944)	203,634	448,468
Prepaid Expenses	323,059	388,812	(65,753)	692,802	(369,743)
<b>Total Current Assets</b>	<b>9,910,560</b>	<b>10,399,825</b>	<b>(489,264)</b>	<b>9,089,545</b>	<b>821,015</b>
<b>Noncurrent Assets</b>					
Open Projects	576,025	565,197	10,827	2,186,246	(1,610,222)
Property, Plant, & Equipment	35,697,616	35,697,566	50	33,599,851	2,097,765
Accumulated Depreciation	(21,199,322)	(21,128,179)	(71,142)	(20,433,602)	(765,720)
Intercompany	-	0	(0)	-	-
<b>Total Noncurrent Assets</b>	<b>15,074,319</b>	<b>15,134,584</b>	<b>(60,265)</b>	<b>15,352,495</b>	<b>(278,176)</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	3,334,024	3,334,024	-	2,729,832	604,192
Deferred Outflows - OPEB	86,026	86,026	-	14,474	71,552
<b>Total Deferred Outflows</b>	<b>3,420,050</b>	<b>3,420,050</b>	<b>-</b>	<b>2,744,306</b>	<b>675,744</b>
<b>Total Assets</b>	<b>28,404,929</b>	<b>28,954,458</b>	<b>(549,529)</b>	<b>27,186,346</b>	<b>1,218,583</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	58,289	39,164	19,125	40,038	18,251
Accrued Expenses	224,621	205,371	19,250	308,049	(83,428)
Payroll Liabilities	747,276	726,856	20,421	656,406	90,871
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	94,130	94,130	-	91,097	3,034
<b>Total Current Liabilities</b>	<b>1,124,317</b>	<b>1,065,521</b>	<b>58,796</b>	<b>1,095,590</b>	<b>28,727</b>
<b>Long-Term Liabilities</b>					
Building Loan	752,775	752,775	-	846,905	(94,130)
PERS LT Liability	5,290,643	5,290,643	-	5,726,706	(436,063)
Other Post Employment Benefits	742,311	742,311	-	626,502	115,809
<b>Total LT Liabilities</b>	<b>6,785,729</b>	<b>6,785,729</b>	<b>-</b>	<b>7,200,113</b>	<b>(414,384)</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	703,223	703,223	-	262,058	441,165
Deferred Inflows - OPEB	26,401	26,401	-	29,335	(2,934)
<b>Total Deferred Inflows</b>	<b>729,624</b>	<b>729,624</b>	<b>-</b>	<b>291,393</b>	<b>438,231</b>
<b>Total Liabilities</b>	<b>8,639,670</b>	<b>8,580,874</b>	<b>58,796</b>	<b>8,587,096</b>	<b>52,574</b>
<b>NET POSITION</b>					
Investment in Capital Assets	11,843,798	11,843,798	-	10,985,704	858,094
Water Capital	1,013,550	1,013,550	-	692,605	320,945
Sewer Capital	165,610	165,610	-	162,015	3,595
Fire Capital	71,842	71,842	-	23,792	48,049
Water FARF	1,360,593	1,360,593	-	1,196,772	163,821
Sewer FARF	2,703,327	2,703,327	-	3,788,521	(1,085,194)
Garbage FARF	169,601	169,601	-	192,902	(23,302)
Fire FARF	783,773	783,773	-	569,182	214,591
Bike Trail Snow Removal FARF	24,194	24,194	-	767	23,427
Current Year Net Income	1,628,971	2,237,296	(608,325)	986,989	641,982
<b>Total Net Position</b>	<b>19,765,259</b>	<b>20,373,584</b>	<b>(608,325)</b>	<b>18,599,250</b>	<b>1,166,009</b>
<b>Total Liabilities and Net Position</b>	<b>28,404,929</b>	<b>28,954,458</b>	<b>(549,529)</b>	<b>27,186,346</b>	<b>1,218,583</b>





# Squaw Valley Public Service District



## Fund Balance Statement November 30th, 2020

	November 2020	Yield Rate November 2020	November 2019	Yield Rate November 2019
<b>Operating Funds - Water &amp; Sewer:</b>				
Bank of the West-Checking	\$711,189		\$505,792	
Office Petty Cash	\$200		\$200	
L.A.I.F.	\$20,233	0.58%	\$19,875	2.103%
<b>Total Operating Funds: Water &amp; Sewer</b>	<b>\$731,622</b>		<b>\$525,868</b>	
<b>Capital Reserve Funds:</b>				
Bank of the West-Money Market Capital	\$725,023	0.01%	\$188,196	0.07%
ProEquities - Certificate of Deposit	\$257,417	2.40%	\$253,841	2.40%
ProEquities - Certificate of Deposit #2	\$246,000	3.10%	\$246,000	3.10%
ProEquities - Certificate of Deposit #3	\$246,000	2.70%	\$246,000	2.70%
Placer County- FD30144	\$3,104,997	0.64%	\$3,006,349	2.180%
Placer County-FD30146	\$3,430,746	0.64%	\$4,003,007	2.180%
Placer County - Investment Fund FD32004	\$207,206	0.600%	\$204,913	1.932%
L.A.I.F. Fire Capital	\$4,843	0.58%	\$4,790	2.103%
<b>Total Capital Reserve Funds:</b>	<b>\$8,222,232</b>		<b>\$8,153,097</b>	
<b>Total Funds On Deposit:</b>	<b>\$8,953,854</b>		<b>\$8,678,965</b>	

**Investments are in compliance with adopted Investment Policies**

As of the board packet preparation date, NOT all November statements were received. Missing Investment Fund 320



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## ANNUAL GARBAGE BILLING – 2<sup>ND</sup> QUARTER 2020/2021

**DATE:** December 15<sup>th</sup>, 2020

**TO:** District Board Members

**FROM:** Danielle Grindle, Finance and Administration Manager

**SUBJECT:** Recap of Amounts Due and Payments to Tahoe Truckee Sierra Disposal Company

**BACKGROUND:** The District has contracted with Tahoe Truckee Sierra Disposal Company for weekly pickup of refuse from residential units. For the fiscal year July 2020 – June 2021 the residential dwelling unit rate is \$22.28/month. This cost is charged to the customer by the District in our annual billing. Each quarter the district submits payment to TTSD based on the number of active residential units utilizing this service. Any changes in units will be communicated to TTSD along with the appropriate address.

**DISCUSSION:** This quarter payment to TTSD is due after December 31<sup>th</sup>. Based on current records we have 1,006 residential dwelling units amounting to payment of \$67,241.01 for the period of October – December. See breakdown below:

### 1<sup>st</sup> Quarter Payment September 2020.

July:	1,006 Residential Dwelling Units @ \$22.28/mo =	\$22,413.68
August:	1,006 Residential Dwelling Units @ \$22.28/mo =	\$22,413.68
September:	1,006 Residential Dwelling Units @ \$22.28/mo =	\$22,413.68
	Adjust for June underpayment	<u>\$132.20</u>
	Total Paid:	\$67,373.24

### 2<sup>nd</sup> Quarter Payment December 2020.

October:	1,006 Residential Dwelling Units @ \$22.28/mo =	\$22,413.68
November:	1,006 Residential Dwelling Units @ \$22.28/mo =	\$22,413.68
December:	1,006 Residential Dwelling Units @ \$22.28/mo =	<u>\$22,413.68</u>
	Total Paid:	\$67,241.04

**ALTERNATIVES:** 1. Approve payment of \$67,241.04 for services rendered for the second quarter of fiscal year 2021.

2. Do not approve payment.

**FISCAL/RESOURCE IMPACTS:** The source of funds is provided by each customer utilizing garbage removal. The annual bill sent in July includes a garbage portion to cover one year of service.

**RECOMMENDATION:** Approve payment of the quarterly payment per our contract and avoid stopping services.

**ATTACHMENTS:** None

**DATE PREPARED:** December 15, 2020



Olympic Valley Public Service District  
Bike Trail Snow Removal-Project Summary  
As of November 30, 2020



Revenue	Budget	Billed YTD	Received YTD	Remaining Budget	YTD % to Budget
Placer County	\$ 46,000	\$ 4,185	\$ -	\$ 46,000	0%
<b>Total Revenue</b>	<b>\$ 46,000</b>	<b>\$ 4,185</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>0%</b>

Expenses	Budget	Expensed YTD	Remaining Budget	YTD % to Budget
Snow blower - payment to FARF	\$ 25,000	\$ -	\$ 25,000	0%
Labor, Materials, Fuel, etc.	21,000	3,560	17,440	17%
<b>Total Expenses</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ 42,440</b>	<b>8%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (3,560)</b>		

9% of the Budgeted Season Expended

Currently in Reserves	\$ 24,194
Anticipated left over at end of season	\$ 25,000
Total Surplus (Deficit) at end of season	<u>\$ 49,194</u>

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**PROGRESS PAYMENT REPORT**

**EXHIBIT D-9**  
**2 Pages**

PROJECT TITLE: **FY 19/20 Audit**  
 PROJECT NUMBER: **10-09-721000/20-12-721000**  
 CONTRACTOR NAME: **McClintock Accounting Corporation**  
 & ADDRESS: **Po Box 6179**  
**Tahoe City, CA 96145**

DATE: 12/01/2020  
 PAYMENT ESTIMATE #: 3  
 PERIOD: November

BID AMOUNT: \$ 18,200.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$18,200.00  
 WORK COMPLETED: \$ 14,450.00  
 % WORK COMPLETED: 79%

ORIGINAL TIME: N/A  
 REVISED TIME: \_\_\_\_\_  
 TIME ELAPSED: \_\_\_\_\_  
 % TIME ELAPSED: \_\_\_\_\_

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
<b>EARNINGS:</b>			
Work Completed	\$ 9,450.00	\$ 5,000.00	\$ 14,450.00
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Net Earnings on Work Completed</b>	<u>\$ 9,450.00</u>	<u>\$ 5,000.00</u>	<u>\$ 14,450.00</u>
Materials on Hand	\$ -		\$ -
Retention on Materials (5%)	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL NET EARNINGS</b>	<u>\$ 9,450.00</u>	<u>\$ 5,000.00</u>	<u>\$ 14,450.00</u>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL ADJUSTED EARNINGS</b>	<u>\$ 9,450.00</u>	<u>\$ 5,000.00</u>	<u>\$ 14,450.00</u>
LESS PREVIOUS PAYMENTS			\$ (9,450.00)
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 5,000.00</u>

REVIEWED BY: Danielle Grindle  
 Danielle Grindle, Finance and Administration Manager

APPROVED BY: Michael T. Geary  
 Michael T. Geary, General Manager

McCLINTOCK ACCOUNTANCY CORPORATION

305 WEST LAKE BOULEVARD  
POST OFFICE BOX 6179  
TAHOE CITY, CALIFORNIA 96145  
(530) 583-6994  
FAX (530) 583-5405

Olympic Valley Public Service District  
Attn: Mike Geary  
POB 2026  
Olympic Valley, CA 96146

December 1, 2020

255885

For professional services rendered through November 30, 2020 as follows:

Third progress billing for the audit of the District's general purpose financial statement as of 6/30/19, and issuance of our report thereon.

\$ 5,000.00

\_\_\_\_\_  
\$ 5,000.00

RECEIVED

DEC 03 2020

*Dg* 12/4/2020

By \_\_\_\_\_

10-09-721000 - \$ 3250.00  
20-12-721000 - \$ 1750.00

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**PROGRESS PAYMENT REPORT**

EXHIBIT # D - 10  
 2 Pages

PROJECT TITLE: **Sewer Master Plan**  
 PROJECT NUMBER: **150004**  
 CONTRACTOR NAME **Farr West Engineering**  
 & ADDRESS: **5510 Longley Lane**  
**Reno, NV 89511**


DATE: 12/04/2020  
 PAYMENT ESTIMATE #: 14  
 PERIOD: November 2020

BID AMOUNT: \$40,004.48  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$40,004.48  
 WORK COMPLETED: \$ 40,004.38  
 % WORK COMPLETED: 100%

ORIGINAL TIME: N/A  
 REVISED TIME: \_\_\_\_\_  
 TIME ELAPSED: \_\_\_\_\_  
 % TIME ELAPSED: \_\_\_\_\_

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
<b>EARNINGS:</b>			
Work Completed	\$ 37,052.23	\$ 2,952.15	\$ 40,004.38
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ 37,052.23</u>	<u>\$ 2,952.15</u>	<u>\$ 40,004.38</u>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL NET EARNINGS</b>	<u>\$ 37,052.23</u>	<u>\$ 2,952.15</u>	<u>\$ 40,004.38</u>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL ADJUSTED EARNINGS</b>	<u>\$ 37,052.23</u>	<u>\$ 2,952.15</u>	<u>\$ 40,004.38</u>
LESS PREVIOUS PAYMENTS			\$ (37,052.23)
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 2,952.15</u>

REVIEWED BY:   
 David Hunt, District Engineer

APPROVED BY:   
 Michael T. Geary, General Manager

# FARR WEST

## ENGINEERING

5510 LONGLEY LANE  
 RENO, NEVADA 89511  
 PHONE: (775) 851-4788  
 billing@farrwestengineering.com

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 DAVE HUNT  
 PO BOX 2026  
 OLYMPIC VALLEY, CA 96146-2026

Invoice number 14611  
 Date 12/04/2020

Project R4136-914 OLYMPIC VALLEY PSD -  
 SEWER MASTER PLAN

Period 10/31/20 to 11/27/20

Sewer Master Plan 2015 Project

Description of Services:

- Task 5: Master Plan Preparation
- Correspondence with OVPSD
- Preparation of Basis of Design Report
- Generation of exhibits

**Professional Services**

	Hours	Rate	Billed Amount
Deidre Blanton	0.50	75.00	37.50
Matthew Forrest	11.99	135.00	1,618.65
Matthew Van Dyne	2.00	168.00	336.00
Silas Callahan	7.50	128.00	960.00
Professional Services subtotal	21.99		2,952.15

Invoice total **2,952.15** *DH*

**Invoice Summary**

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1 - Data Collection, Organization and Review	5,472.50	0.00	5,472.50	5,472.50	0.00
Task 2 - Infiltration and Inflow Analysis	0.00	0.00	0.00	0.00	0.00
Task 3 - Capital Improvement Plan- Alternatives Evaluation	10,276.98	0.00	10,276.98	10,276.98	0.00
Task 4 - Capital Replacement Plan- Budget Forecasting	1,717.50	0.00	1,717.50	1,717.50	0.00
Task 5 - Master Plan Preparation	20,397.50	2,952.15	17,410.25	20,362.40	35.10
Task 6 - Project Management and Meetings	2,140.00	0.00	2,175.00	2,175.00	-35.00
<b>Total</b>	<b>40,004.48</b>	<b>2,952.15</b>	<b>37,052.23</b>	<b>40,004.38</b>	<b>0.10</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
PROGRESS PAYMENT REPORT**

EXHIBIT # D - 11  
2 Pages

PROJECT TITLE: **West Tank Recoating Project  
Planning and Design Services**  
PROJECT NUMBER: **10-00-150071**

DATE: 12/04/2020  
PAYMENT ESTIMATE #: 6

CONTRACTOR NAME **Farr West Engineering**  
& ADDRESS: **5510 Longley Lane  
Reno, NV 89511**

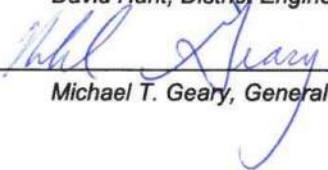
PERIOD: November

BID AMOUNT: \$ 23,203.00  
NET CHANGE ORDERS: \$0.00  
ADJUSTED CONTRACT AMOUNT: \$23,203.00  
WORK COMPLETED: \$ 12,753.00  
% WORK COMPLETED: 55%

ORIGINAL TIME: N/A  
REVISED TIME: \_\_\_\_\_  
TIME ELAPSED: \_\_\_\_\_  
% TIME ELAPSED: \_\_\_\_\_

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
<b>EARNINGS:</b>			
Work Completed	\$ 9,136.50	\$ 3,616.50	\$ 12,753.00
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ 9,136.50</u>	<u>\$ 3,616.50</u>	<u>\$ 12,753.00</u>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL NET EARNINGS</b>	<u>\$ 9,136.50</u>	<u>\$ 3,616.50</u>	<u>\$ 12,753.00</u>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL ADJUSTED EARNINGS</b>	<u>\$ 9,136.50</u>	<u>\$ 3,616.50</u>	<u>\$ 12,753.00</u>
<b>LESS PREVIOUS PAYMENTS</b>			<u>\$ (9,136.50)</u>
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 3,616.50</u>

REVIEWED BY:   
David Hunt, District Engineer

APPROVED BY:   
Michael T. Geary, General Manager

# FARR WEST

## ENGINEERING

5510 LONGLEY LANE  
RENO, NEVADA 89511  
PHONE: (775) 851-4788  
billing@farrwestengineering.com

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
PO BOX 2026  
OLYMPIC VALLEY, CA 96146-2026

Invoice number 14605  
Date 12/04/2020

Project R4136-1831 OLYMPIC VALLEY PSD -  
WEST TANK SUPPORT SERVICES

Period 10/31/20 to 11/27/20

### West Tank Support Services

Description of Services: Model edits to evaluate system piping modifications; and Additional services to complete piping modifications for Well 5R PRV addition.

### Professional Services

	Hours	Rate	Billed Amount
Alex Stodtmeister	20.25	118.00	2,389.50
Matthew Schultz	2.50	138.00	345.00
Michael Persyn	9.00	98.00	882.00
Professional Services subtotal	31.75		3,616.50

Invoice total **3,616.50** *DJ*

### Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1 - Project Management	2,106.00	207.00	947.25	1,154.25	951.75
Task 2 - Modeling Support	8,896.00	2,389.50	5,546.00	7,935.50	960.50
Task 3 - Design Support	7,696.00	0.00	1,719.25	1,719.25	5,976.75
Task 4 - Contract Document Support	4,505.00	0.00	414.00	414.00	4,091.00
Task 5 - Additional Services	0.00	1,020.00	510.00	1,530.00	-1,530.00
<b>Total</b>	<b>23,203.00</b>	<b>3,616.50</b>	<b>9,136.50</b>	<b>12,753.00</b>	<b>10,450.00</b>

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #874  
NOVEMBER 17, 2020

*Agenda with board packet and staff reports is available at the following link:*

<https://www.ovpsd.org/board-agenda-november-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, 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; Jessica Grunst, Account Clerk II and Human Resources Specialist; Fabienne Gueissaz, Office Supervisor; Dave Hunt, District Engineer; Alexa Kinsinger, Junior Engineer; Allen Riley, Fire Chief; Nicole Whiteman, Temporary Administrative Assistant.

**Others Present:** Kendall Galka, Audit Partner, McClintock Accountancy Corporation; Jaime Gignoux, Audit Manager, McClintock Accountancy Corporation; Ed Heneveld; 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) – David Stepner said that the FOSV hosted a successful fundraiser to raise funds for the Community Wildfire Protection Plan (CWPP).

**B-3** Squaw Valley Design Review Committee (SVDRC) – Mr. Stepner said there has not been a meeting since the last OVPSD Board Meeting.

**B-4** Squaw Valley Municipal Advisory Council (SVMAC) – Mr. Stepner said there has not been a meeting since the last OVPSD Board Meeting.

**B-5** Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner said that SVMWC is completing four projects this season including constructing a sewer line to Well 1; cleaning and inspecting Well 2, chlorinating Well 1, and rehabilitating the well house including siding, roofing, and electrical and mechanical upgrades. Next year the SVMWC will work to replace water piping. Director Cox thanked Mr. Stepner for his work with the MWC and participation at the OVPSD meetings.

**B-6** Squaw Valley Property Owners Association (SVPOA) – None.

**B-7** Mountain Housing Council of Tahoe Truckee (MHC) – Mr. Ilfeld said there has not been a meeting since the last OVPSD Board Meeting.

**B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – President Cox said there has not been a T-TSA meeting since the last OVPSD Board Meeting, the agency will meet tomorrow. Jessica Asher noted that Carl Davis provided a letter to the Board on November 2<sup>nd</sup> which was sent to all directors and is available per request by the public.

- B-9** Capital Projects Advisory Committee (CAP) – Ms. Grindle stated that the CAP Committee interviewed nine applicants at the last meeting and will decide which projects to recommend to the Board of Supervisors at the next meeting. The Sierra Nevada Olympic Winter Museum (S.N.O.W.) requested \$225k to fund completion of the environmental questionnaire, architectural design, public outreach and to start the capital campaign.
- B-10** Firewise Community –Chief Riley said the Firewise Council has been working on the CWPP, which will be discussed later in the agenda.

**C. Public Comment/Presentation.**

C-1 Recognition of Service – 5 years – Danielle Grindle, Finance and Administration Manager  
The Board thanked Ms. Grindle for her excellent service in the community and the District, Ms. Grindle expressed gratitude to the Board and District.

**D. Financial Consent Agenda Items.**

Directors Hover-Smoot and Mercer convened with staff on November 16, 2020 from approximately 3:00 – 4:00 p.m. to review items D-1 through D-9, F-1 *Fiscal Year 2019-2020 Audit*, and other finance-related items on the agenda. Ms. Grindle provided a summary of the meeting.

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 October 27, 2020.**

The Board reviewed the minutes, accepted public comment, and approved the minutes for the Board of Directors regular meeting of October 27, 2020.

Public Comment – None.

Director Ilfeld made a motion to approve the minutes for the Board of Directors meeting of October 27, 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 Audit Report for Fiscal Year 2019-2020.**

The Board received the report from McClintock Accountancy Corporation, reviewed the item, and accepted public comment.

McClintock Accountancy Corporation performed a third-party audit of the financial statements prepared by the District for fiscal year (FY) 2019-20. The audit assures the annual financial statements of the District are reported without any material misstatement and are prepared in accordance with Generally Accepted Accounting Principles (GAAP).

Directors Hover-Smoot and Mercer met with staff and McClintock Accountancy Corporation on November 16, 2020 to review the fiscal year 2019-2020 Audit Report. Ms. Grindle provided a summary of the 2019-2020 Audit using a PowerPoint presentation which was provided in the Board Packet. Kendall Galka, Audit Partner with McClintock Accountancy Corporation, provided a summary of the audit preparation and opinion. Ms. Galka stated that there was an unmodified and clean opinion on the financial reports, which is the highest opinion possible. There were no audit adjustments, which is highly unusual and reflects the excellent work performed by District staff. Ms. Galka stated that staff are producing meaningful and transparent reports for the Board to make accurate and sound decisions throughout the year.

In response to Director Ilfeld's questions, staff discussed why the balance in the sewer fixed asset replacement fund (FARF) is higher than the other funds. The FARF balances are developed such that the balance stays positive throughout the 100-year capital replacement plan. Sewer projects are often expensive relative to other replacements. Additionally, the sewer FARF balance has historically been high and recently funded the Truckee River Siphon Replacement Project. Sewer rates did not increase in FY 2020-21, partially due to the balance in the sewer FARF.

Director Mercer said she appreciated staff's hard work to keep the District in a healthy financial position and produce a digestible audit report. She noted that staff is not complacent despite the positive financials.

Public Comment – None.

**F-2 Sewer System Management Plan (SSMP) 2020 Audit.**

The Board reviewed the item, accepted public comment, and directed staff to re-certify the 2020 SSMP Audit and mark it as complete in the California Integrated Water Quality System (CIWQS).

Mr. Hunt and Mr. Burks reviewed the staff report and provided a summary of the 2020 SSMP Audit using a PowerPoint presentation provided in the Board Packet. The 2020 SSMP Audit evaluated the effectiveness of each element required within the SSMP, summarized efforts over the past 5-years, reviewed benchmarks for performance, and made recommendations for improvements where appropriate. The audit of the SSMP showed that the District is in substantial compliance with the Statewide Order.

The Directors requested that staff work to gather customer email addresses and communicate with customers via email, in addition to the newsletters, which are mailed bi-annually. The Directors are in support of email communication over social media platforms. Staff explained that it has been challenging to get customers to provide email contact information.

Public Comment – None.

Director Mercer made a motion to direct staff to re-certify the 2020 SSMP Audit and mark it as completed in the California Integrated Water Quality System (CIWQS). 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-3 PUBLIC HEARING: Ordinance 2020-04 “Adopting Revisions to the District Administrative Code Chapter 2– Sanitary Sewer Service Code.”**

The Board reviewed the item, accepted public comment, waived the reading of Ordinance 2020-04 and adopted Ordinance 2020-04 revising the District’s Sanitary Sewer Service Code.

Mr. Hunt reviewed the staff report. The proposed changes to the administrative code and technical specifications relate to the fats, oils and grease (FOG) program and FOG control devices. These changes were reviewed in detail at the October 27<sup>th</sup>, 2020 Board Meeting.

Public Comment – None.

Director Hover-Smoot made a motion to adopt Ordinance 2020-04 “Adopting Revisions to the District Administrative Code” which 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-4 Resolution 2020-23 “Adopting Revisions to the Sewer Technical Specifications.”**

The Board reviewed the item, accepted public comment, and approved the update to the Sewer Technical Specifications by adoption of Resolution 2020-23.

Mr. Hunt reviewed the staff report. Revisions are required to coincide with the Sewer Code revisions associated with waste pretreatment removal devices and the District’s Fats, Oils, and Grease (FOG) source control program. In response to questioning from the Board, staff discussed how gravity grease interceptors require less maintenance than under-sink grease traps and are preferred.

Public Comment – None.

Director Mercer made a motion to approve the update to the Sewer Technical Specifications by adoption of Resolution 2020-23, 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-5 Community Wildfire Protection Plan (CWPP).**

The Board reviewed the item, accepted public comment and approved a \$10,000 budget amendment and contribution to prepare a CWPP in conjunction with the Olympic Valley Firewise Council, and authorized the General Manager to execute contract documents with Deer Creek Resources.

Chief Riley and Mr. Geary reviewed the staff report. The Olympic Valley Firewise Council has identified the need to hire a consultant to write a CWPP for the Valley to take full advantage of the opportunities associated with being a Firewise Community and be eligible for potential grant funding for forest management activities. The estimated cost to have a consultant prepare the CWPP is \$28,800. The Firewise Council has received funding commitments from:

- Squaw Valley/Alpine Meadows Ski Resort (SVAM): \$10,000.
- Friends of Squaw Valley (Olympic Valley Community): \$5,300.
- Resort at Squaw Creek (RSC): \$3,500.

The District committed to administering the contract with the consultant, Deer Creek Resources, and providing engineering services to assist in the preparation of GIS mapping. Mr. Geary recognized David Stepner's contributions to shape the scope of the work and in organizing the FOSV fundraiser. He also thanked Ron Cohen (SV/AM) and Greg Gooding (RSC) for their contributions. Mr. Geary said that the District will ensure the scope of the CWPP is completed by the consultant on budget and noted that there will be opportunities for participation by those funding the work. Preparation of the CWPP will fall under the purview of the Fire Committee.

Public Comment-

Mr. Stepner said this is the first step in a very long process, the CWPP is a prerequisite of grants to perform the fuels reduction work. However, he requested the District consider funding a position or consultant to track and write the much larger forest management grants.

Director Mercer made a motion approving a budget amendment of \$10,000, funding the proposed project for an amount not to exceed \$10,000, and authorizing the General Manager to execute an agreement with Deer Creek Resources and Wildland Rx on behalf of the Olympic Valley Firewise Council for a total amount not-to-exceed \$28,800. The motion was seconded by Director Hudson. A roll call vote was taken, and the motion passed.

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

**F-6 Community Update – OVPSD Response to COVID-19**

The Board reviewed the item and accepted public comment.

Jessica Grunst, Account Clerk II and Human Resources Specialist, provided an update on the District's response to the COVID-19 pandemic. Yesterday, the State announced that Placer County moved to the purple (widespread, most restrictive) tier of the State's *Blueprint for a Safer Economy*. The District building is closed to the public, and administrative staff are working remotely when possible. The Operations Department continues to work from two different sites. Staff continues to practice good hygiene, social distancing, mask wearing, and following local and federal public health recommendations. Local schools are still operating a hybrid model and staff has been using Families First Coronavirus Response Act relief and other paid leaves as needed. Director Mercer thanked Ms. Grunst for her work on these everchanging policies. Ms. Asher thanked management and Ms. Grunst for how they have worked with staff throughout the pandemic.

Public Comment – None.

**G. Management Status Reports.**

**G-1 Fire Department Report**

Chief Riley reviewed the report. The Department continues to conduct daily health screenings and practice strict precautions related to COVID-19. The crews spent 67 days outside of the District on wildland fires. Chief Riley described the process of hiring three seasonal firefighters, who will start December 15<sup>th</sup>.

**G-2 Water & Sewer Operations Report**

Mr. Burks reviewed the report. The Operations Department prepared for Bike Trail snow removal and winter operations. Staff is repairing the boilers and heating system at 305 Squaw Valley Road. The Operations and Fire Departments are determining COVID protocols for the crews which may both be at 1810 Squaw Valley Road this winter. Water production, sewer flows, water loss, and leak notices have decreased. There were several construction inspections at the end of the outdoor building season.

**G-3 Engineering Report**

Mr. Hunt reviewed the report and provided an update on the current projects including preparing the West Tank Recoating Project for bid; working on the sewer pipeline and manhole rehabilitation project; and completing the 12-month warranty inspection on the Siphon project (no repairs were needed).



#### **G-4 Administration & Office Report**

Ms. Asher reviewed the report. Ms. Whiteman provided an update on the Document Management System (DMS) Project. The Directors brainstormed ideas for the winter newsletter, including providing information about the FOG program and reminders to not flush wipes, keep children away from roof snow-shed zones, and minimize snow loads on propane tanks and lines.

#### **G-5 General Manager Report**

Mr. Geary reviewed the report and discussed the opportunity to provide management services to Alpine Springs County Water District.

The Directors discussed their sensitivity to the identity and autonomy of the Alpine Meadows community, staff's workload, salary adjustments, and the potential benefits to both Valleys. The Board was pleased that Mr. Geary was seeking out opportunities for revenue, staff career growth, and to use the District's resources well. The Board supported Mr. Geary applying because the District is in a healthy position and the General Manager is supported by effective and confident staff. Mr. Geary said that, if selected, the item would be brought to the Board to approve a management services agreement with ASCWD.

#### **G-6 Legal Report (verbal)**

No Report.

#### **G-7 Directors' Comments (verbal)**

Directors Hover-Smoot and Ilfeld requested staff expand email communication with customers. Ms. Hover-Smoot said that she feels tribalism is bad for Tahoe and thinks that working collaboratively with Alpine Springs County Water District would be beneficial to both Valleys. Directors Hudson and Ilfeld praised staff's efforts to produce a clean audit report and a well-developed and summarized SSMP, respectfully. Director Cox said that staff is doing an excellent job with remote work and hosting virtual Board meetings. The presentations have been easily understood and he feels the District is providing a high level of service to the public.

#### **H. Adjourn.**

Director Hover-Smoot made a motion, seconded by Director Mercer to adjourn at 11:30 a.m. The motion passed.

Cox – Yes

Hover-Smoot – Yes

Hudson – Yes

Ilfeld – Yes

Mercer – Yes

By, J. Asher



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-2  
7 Pages

## BOARD MEMBER OATH OF OFFICE

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Jessica Asher, Board Secretary  
**SUBJECT:** Oath of Office for Public Officers and Employees

**BACKGROUND:** Election Code Section 10515(a) provides for the appointment of special district directors, if by 5:00 PM on the 83<sup>rd</sup> day before the election, there are no nominees or if the number of nominees does not exceed the number of governing board members and directors to be elected and no petition requesting that the general district election be held and signed by 10% or 50 voters, whichever is the smaller number, has been presented to the Elections Office.

Olympic Valley Public Service District had three Director seats that were scheduled to go to election in November, however the number of nominees matched the number of open seats. Thus, the District's vacancies were filled by appointment from the Board of Supervisors on November 3, 2020.

**DISCUSSION:** Directors Hover-Smoot, Ilfeld and Mercer were appointed by the Board of Supervisors to continue serving as Board Members of the District. Per California Elections Code 10554, the new term begins at noon on the first Friday in December following the election (December 4, 2020). Per the State Constitution, Art. XX, Sec. 3 as amended, all public officers are required to take and subscribe the attached oath. The signed Oath of Office will be kept in the District's records and a copy will be sent to Placer County Elections Office.

**ALTERNATIVES:** 1. Take and subscribe the Oath of Office.  
2. There is no alternative, taking the Oath of Office is required by the State Constitution.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Performing the Oath of Office is required by the State Constitution.

**ATTACHMENTS:** Certificate of Appointment and Oath of Office for each Director.

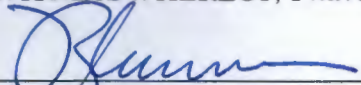
**DATE PREPARED:** December 4, 2020

# Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA }  
County of Placer } ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that upon the conclusion of the candidate filing period for the **November 3, 2020** General Election, **Katy Hover-Smoot** was appointed to the office of **Director** for the **Olympic Valley Public Service District** for a term of **4** years in accordance with Section 10515 of the California Election Code.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 7<sup>th</sup> day of November, 2020.

  
\_\_\_\_\_, County Clerk/Registrar of Voters

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Katy Hover-Smoot**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of person receiving Oath

\_\_\_\_\_  
Signature of person administering Oath

\_\_\_\_\_  
Title

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CERTIFICATE OF APPOINTMENT BY BOARD OF SUPERVISORS  
OF GOVERNING BOARD MEMBER**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, Chairman, Board of Supervisors, of Placer County, do hereby certify that at a regular session of said Board of Supervisors held on the 3rd day of November, 2020, **Katy Hover-Smoot** was duly appointed to the office of **Director** for **Olympic Valley Public Service District**, for the term of Four years as it appears in the minutes of said session of the Board of Supervisors.

  
Chair of the Board of Supervisors of Placer County

\*\*\*\*\*

**OATH OF OFFICE**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Katy Hover-Smoot**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of appointee

Subscribed and sworn to before me on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of person administering oath

\_\_\_\_\_  
Title

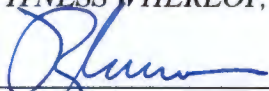


# Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA }  
County of Placer } ss.

I, Ryan Ronco, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that upon the conclusion of the candidate filing period for the **November 3, 2020** General Election, **Fred Ilfeld** was appointed to the office of **Director** for the **Olympic Valley Public Service District** for a term of **4** years in accordance with Section 10515 of the California Election Code.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 7<sup>th</sup> day of November, 2020.

  
\_\_\_\_\_, County Clerk/Registrar of Voters

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Fred Ilfeld**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of person receiving Oath

\_\_\_\_\_  
Signature of person administering Oath

\_\_\_\_\_  
Title

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CERTIFICATE OF APPOINTMENT BY BOARD OF SUPERVISORS  
OF GOVERNING BOARD MEMBER**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, Chairman, Board of Supervisors, of Placer County, do hereby certify that at a regular session of said Board of Supervisors held on the 3rd day of November, 2020, **Fred Ilfeld** was duly appointed to the office of **Director** for **Olympic Valley Public Service District**, for the term of Four years as it appears in the minutes of said session of the Board of Supervisors.

  
Chair of the Board of Supervisors of Placer County

\*\*\*\*\*

**OATH OF OFFICE**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Fred Ilfeld**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of appointee

Subscribed and sworn to before me on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of person administering oath

\_\_\_\_\_  
Title

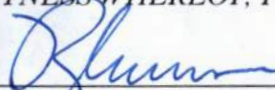


# Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Ryan Ronco**, County Clerk-Recorder-Registrar of Voters in and for the County of Placer in the State of California, do hereby certify that upon the conclusion of the candidate filing period for the **November 3, 2020** General Election, **Victoria E. Mercer** was appointed to the office of **Director** for the **Olympic Valley Public Service District** for a term of **4** years in accordance with Section 10515 of the California Election Code.

IN WITNESS WHEREOF, I have hereunto affixed my hand and seal this 7<sup>th</sup> day of NOVEMBER, 2020

  
\_\_\_\_\_, County Clerk/Registrar of Voters

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Victoria E. Mercer**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of person receiving Oath

\_\_\_\_\_  
Signature of person administering Oath

\_\_\_\_\_  
Title

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CERTIFICATE OF APPOINTMENT BY BOARD OF SUPERVISORS  
OF GOVERNING BOARD MEMBER**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, Chairman, Board of Supervisors, of Placer County, do hereby certify that at a regular session of said Board of Supervisors held on the 3rd day of November, 2020, **Victoria E. Mercer** was duly appointed to the office of **Director** for **Olympic Valley Public Service District**, for the term of Four years as it appears in the minutes of said session of the Board of Supervisors.

  
Chair of the Board of Supervisors of Placer County

\*\*\*\*\*

**OATH OF OFFICE**

STATE OF CALIFORNIA }  
County of Placer } ss.

I, **Victoria E. Mercer**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of appointee

Subscribed and sworn to before me on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of person administering oath

\_\_\_\_\_  
Title





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-3  
2 Pages

## BOARD PRESIDENT AND VICE PRESIDENT

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary

**SUBJECT:** Selection of the President and Vice President of the Board for 2021

**BACKGROUND:** The Board of Directors requires a presiding officer to conduct meeting of the Board; preserve order and decorum; and sign legal documents, contracts, and agreements of the Board. The term of each office is calendar year 2021.

**DISCUSSION:** In 2019, Director Cox served as President and Director Hudson served as Vice-President.

**ALTERNATIVES:** 1. Nominate and elect the Board President and Vice President by adoption of Resolution 2020-24.

2. There is no alternative, the Board is required to have presiding officers.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Nominate and elect the Board President and Vice President by adoption of Resolution 2020-24.

**ATTACHMENTS:** Resolution 2020-24

**DATE PREPARED:** December 4, 2020

**RESOLUTION 2020-24**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT SELECTING  
THE PRESIDENT AND VICE PRESIDENT OF THE BOARD FOR 2021**

**WHEREAS**, the Board of Directors is in need of a presiding officer to conduct meetings of the Board and preserve order and decorum; and,

**WHEREAS**, the Board of Directors has established the office of President of the Board, and Vice President of the Board to preside in the President's absence, as the proper persons to sign legal documents, contracts, and agreements for the Board; and,

**WHEREAS**, the term of each office for the President and Vice President of the Board of Directors is for calendar year 2021.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Olympic Valley Public Service District as follows:

\_\_\_\_\_ is hereby elected President of the Board of Directors, and \_\_\_\_\_ is hereby elected Vice President of the Board of Directors to serve in said positions for calendar year 2021 and to have and hold all such powers commonly associated with these positions.

PASSED AND ADOPTED this 15<sup>th</sup> day of December 2020 at a regular meeting of the Board of Directors duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Dale Cox, Board President

ATTEST:

\_\_\_\_\_  
Jessica Asher, Board Secretary



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-4  
3 Pages

## 2021 COMMITTEE ASSIGNMENTS

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary

**SUBJECT:** Annual Review of Committee Assignments

**BACKGROUND:** The District's committee assignments are reviewed annually as part of the Board's organizational activities in order to accommodate any changes to the Board, consider individual Board member preferences, and/or to address any requests made by the public.

**DISCUSSION:** The Board President shall appoint Directors to each of the District's committees as well as outside agency committees. There are no changes to the Board roster since the last Committee Assignment in September 2020 and staff does not propose any changes to the Committee Assignments.

**ALTERNATIVES:** 1. Make no changes to committee assignments and appointments.

2. Revise committee assignments and appointments.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Make no changes to committee assignments and appointments.

**ATTACHMENTS:** Current approved 2020 Committee Assignment List; Proposed Draft 2021 Committee Assignment List.

**DATE PREPARED:** December 4, 2020

**2020 COMMITTEE ASSIGNMENTS / APPOINTMENTS  
SQUAW VALLEY PUBLIC SERVICE DISTRICT BOARD OF DIRECTORS**

**STANDING COMMITTEES**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
Personnel & Administrative	As Needed	Chair Hudson Member Ilfeld	Appointed Annually in December
Water & Sewer	As Needed	Chair Cox Member Mercer	Appointed Annually in December
Finance & Budget	Day preceding Board meeting	Chair Mercer Member Hover-Smoot	Appointed Annually in December
Fire Department	As Needed	Chair Hudson Member Hover-Smoot	Appointed Annually in December
Parks & Recreation	As Needed	Chair Ilfeld Member Hudson	Appointed Annually in December
Garbage	As Needed	Chair Cox Member Hover-Smoot	Appointed Annually in December

**AD-HOC COMMITTEES**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
Village at Squaw Valley Specific Plan Development Agreement	As Needed	Director Hover-Smoot Director Ilfeld	Appointed by Board as Needed

**OTHER APPOINTMENTS**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
T-TSA	3 <sup>rd</sup> Wednesday	Director Cox	11/30/2018 – 11/30/2022; Appointed quadrennially
GMP Advisory	As Needed	Mike Geary, GM	Appointed Annually in December
GMP Implementation	As Needed	Full Board	Not Applicable
Mountain Housing Council	As Needed	Director Ilfeld	Appointed Annually in December
North Lake Tahoe Transportation Authority	As Needed	Director Hudson	Appointed Annually in December

**OFFICERS**

<b>PRESIDENT</b>	Dale Cox	<b>VICE-PRESIDENT</b>	Bill Hudson
<b>SECRETARY</b>	Jessica Asher	<b>TREASURER/ASSISTANT SECRETARY</b>	Mike Geary

updated 9.29.20

**2021 COMMITTEE ASSIGNMENTS / APPOINTMENTS  
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD OF DIRECTORS**

**STANDING COMMITTEES**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
Personnel & Administrative	As Needed	Chair Hudson Member Ilfeld	Appointed Annually in December
Water & Sewer	As Needed	Chair Cox Member Mercer	Appointed Annually in December
Finance & Budget	Day preceding Board meeting	Chair Mercer Member Hover-Smoot	Appointed Annually in December
Fire Department	As Needed	Chair Hudson Member Hover-Smoot	Appointed Annually in December
Parks & Recreation	As Needed	Chair Ilfeld Member Hudson	Appointed Annually in December
Garbage	As Needed	Chair Cox Member Hover-Smoot	Appointed Annually in December

**AD-HOC COMMITTEES**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
Village at Squaw Valley Specific Plan Development Agreement	As Needed	Director Hover-Smoot Director Ilfeld	Appointed by Board as Needed

**OTHER APPOINTMENTS**

<b>COMMITTEE</b>	<b>MEETING HELD</b>	<b>MEMBERS</b>	<b>TERM</b>
T-TSA	3 <sup>rd</sup> Wednesday	Director Cox	11/30/2018 - 11/30/2022; Appointed quadrennially
GMP Advisory	As Needed	Mike Geary, GM	Appointed Annually in December
GMP Implementation	As Needed	Full Board	Not Applicable
Mountain Housing Council	As Needed	Director Ilfeld	Appointed Annually in December
North Lake Tahoe Transportation Authority	As Needed	Director Hudson	Appointed Annually in December

**OFFICERS**

<b>PRESIDENT</b>		<b>VICE-PRESIDENT</b>	
<b>SECRETARY</b>	Jessica Asher	<b>TREASURER/ASSISTANT SECRETARY</b>	Mike Geary



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## BOARD OF DIRECTORS MEETING SCHEDULE - 2021

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Jessica Asher, Board Secretary  
**SUBJECT:** 2021 Board Meeting Schedule

**BACKGROUND:** It is best practice for the Board of Directors to set the schedule for regular meetings annually. The Board may schedule the Board meetings on any day of the month, but meetings have consistently been held the last Tuesday of the month with adjustments made to accommodate holidays in November and December. In the past the Board has exercised a variety of options as summarized below:

Year	Meeting Schedule	Thanksgiving Day
2020	3 <sup>rd</sup> Tuesday of November (11/17/2019) 3 <sup>rd</sup> Tuesday of December (12/15/2019)	11/26/2020
2019	3 <sup>rd</sup> Tuesday of November (11/19/2019) 3 <sup>rd</sup> Tuesday of December (12/17/2019)	11/28/2019
2018	Last Tuesday of November (11/27/2018) 3 <sup>rd</sup> Tuesday of December (12/18/2018)	11/22/2018
2017	Last Tuesday of November (11/28/2017) 3 <sup>rd</sup> Tuesday of December (12/19/2017)	11/23/2017
2016	Last Tuesday of November (11/29/2016) 3 <sup>rd</sup> Tuesday of December (12/20/2016)	11/24/2016
2015	3 <sup>rd</sup> Tuesday of November (11/17/2015) 3 <sup>rd</sup> Tuesday of December (12/15/2015)	11/26/2015

**DISCUSSION:** In 2021, the Thanksgiving holiday is on Thursday, November 25<sup>th</sup>, the week before the last Tuesday of the month.

The Christmas holiday is on Friday, December 24<sup>th</sup> and on Saturday, December 25<sup>th</sup>. Staff will have a paid holiday on Thursday, December 23<sup>rd</sup> and Friday, December 24<sup>th</sup>.

A calendar is provided for November and December to assist in the Board's decision.

- ALTERNATIVES:** 1. Establish a schedule for regular meetings for the 2021 calendar year as follows:
- January 2021 – October 2021 – last Tuesday of the month at 8:30 am.
  - November 2021 - 3<sup>rd</sup> Tuesday of the month, Nov. 16<sup>th</sup> at 8:30 am.
  - December 2021 - 2<sup>nd</sup> Tuesday of the month, Dec. 14<sup>th</sup> at 8:30 am.
2. Set the 2021 calendar with other dates.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Staff recommends the Board meet on the last Tuesday of the month, except holding the November and December meetings on the 3<sup>rd</sup> and 2<sup>nd</sup> Tuesday of the months, respectively, in order to avoid any potential schedule conflicts related to the Thanksgiving and Christmas holidays.

**ATTACHMENTS:** November and December 2021 calendars.

**DATE PREPARED:** December 4, 2020

# November 2021

November 2021							December 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25
	29	30								29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1	2 Election Day (United States)	3	4	5	6
7	8	9	10	11 Veteran's Day (United States)	12	13
14	15	16 <i>Staff Recommendation</i>	17	18	19	20
21	22	23	24	25 Thanksgiving Day (United States)	26 Day After Thanksgiving Day (United States)	27
28	29	30 <i>Last Tuesday of the month</i>	Dec 1	2	3	4



# December 2021

December 2021							January 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 28	29	30	Dec 1	2	3	4
5	6	7	8	9	10	11
12	13	14 <i>Staff Recommendation</i>	15	16	17	18
19	20	21	22	23	24 Christmas Eve (United States) Christmas Holiday (Observed) (United States)	25 Christmas Day (United States)
26	27	28 <i>Last Tuesday of the month</i>	29	30	31 New Year's Day (Observed) (United States) New Year's Eve (United States)	Jan 1, 22



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-6  
5 Pages

## BRI FLEXIBLE BENEFIT PLAN AMENDMENT

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Jessica Grunst, Account Clerk II/ HR Specialist

**SUBJECT:** BRI Flex Benefit Plan – Increase FSA Contribution Limit

**BACKGROUND:** Starting in 1997, the District provided a benefit to eligible employees through an IRS Section 125 plan, also known as a Flexible Spending Account (FSA) administered through Benefit Resource Inc. (BRI). It allows employees to make pre-tax deductions from their paychecks to pay for unreimbursable health and dependent care expenses. Paying for benefits on a pre-tax basis reduces the employees' taxable income and therefore reduces both the employees' and the employer's tax liability. These funds can be used for dependent care expenses and out-of-pocket medical expenses (e.g., co-pays, prescriptions, orthodontics, expenses not covered by health insurance, etc.).

**DISCUSSION:** The maximum limit that an employee can contribute to a Medical FSA on a tax-free basis is set by the Internal Revenue Service (IRS). For 2020, the maximum amount an employee could deduct was \$2,700 and the maximum rollover amount was \$500. For 2021, the maximum is increased to \$2,750 and the maximum rollover amount will be increased to \$550. The amendment to our agreement with BRI requires we approve the increase to the maximum allowable deduction through resolution.

**ALTERNATIVES:**

1. Adopt Resolution 2020-25, approving the Plan Amendment to increase the maximum allowable deduction to \$2,750 and maximum rollover to \$550 for 2021, pursuant to IRS regulations, and authorizing the General Manager to execute the Plan Amendment on behalf of the District.
2. Do not adopt Resolution 2020-25.

**FISCAL/RESOURCE IMPACTS:** No impact to the District. Employees voluntarily contribute to the Plan.

**RECOMMENDATION:** Adopt Resolution 2020-25.

**ATTACHMENTS:** Resolution 2020-25.

**DATE PREPARED:** December 2, 2020

**AMENDMENT RESOLUTION\***  
**-of the-**  
**PLAN ADMINISTRATOR**  
**-for-**  
**Olympic Valley Public Service District**  
**RESOLUTION 2020-25**

The undersigned, being the Plan Administrator of Olympic Valley Public Service District (the "Corporation"), a California Corporation, do hereby consent to the following resolutions without a meeting:

WHEREAS, effective September 1, 1997, Olympic Valley Public Service District ("Corporation") adopted the Olympic Valley Public Service District Flexible Benefit Plan ("Plan") for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, the Corporation may amend the Plan at any time by an instrument in writing.

NOW THEREFORE, BE IT RESOLVED, that the Plan is hereby amended and restated effective 1/1/2021 as an employee welfare benefit plan to be maintained by the Corporation pursuant to Section 125 of the Internal Revenue Code, and that a copy of the plan document, as amended and restated, be attached to these resolutions; and be it further

RESOLVED, that the proper officers of the corporation are authorized to execute the amended and restated Plan, to receive employee contributions and pay benefits as provided therein, and to do every other act or thing necessary or proper to meet and comply with the obligations of the Corporation as therein provided and to carry these resolutions into full force and effect, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

IN WITNESS WHEREOF, this consent has been executed on this 15TH day of DECEMBER, 2020.

\_\_\_\_\_  
(Plan Administrator)

*\*Effective January 1, 2021; Plan is hereby amended to add the rollover feature of \$550.*



**FLEXIBLE BENEFIT PLAN**  
**with Beniversal® MasterCard®**  
**PLAN HIGHLIGHTS\***

(page 1 of 2)

**A. General Plan Information**

1. Employer name: Olympic Valley Public Service District.
2. Plan name: Olympic Valley Public Service District Flexible Benefit Plan.
3. Plan type: The Plan is a welfare plan designed to provide benefits permitted under Section 125 of the Internal Revenue Code (IRC). The Plan name and Plan number should be used in any formal correspondence relating to the Plan.
4. Eligibility requirements: Must be an employee of Olympic Valley Public Service District who has satisfied the eligibility conditions for the Employer's Group Medical Plan.
  - *If you or your spouse is reporting contributions to a Health Savings Account (HSA), you are not eligible for a Medical FSA.*
5. The effective date on which you can begin participating in the Plan: On the first of the month once the eligibility requirements have been met.
6. Kinds of group insurance for which you can pay your share of premiums through the Plan: Medical, Dental, Vision, Group Term Life and AD&D Insurances.
7. The Plan Year begins on January 1 and ends on December 31. The Annual Election Period begins on October 23 and ends on November 21.
8. Plan effective date: September 1, 1997.
9. Plan number: 501.
10. Employer ID number: 94-1636514.
11. Name, address and telephone number of the Plan Administrator:  
Olympic Valley Public Service District  
305 Squaw Valley Road  
PO Box 2026  
Olympic Valley, CA 96146  
(530) 583-4692
12. Agent for service of process: Olympic Valley Public Service District.
13. The use of the term "you" throughout the Plan Highlights refers to the Participant.
14. Insurance Control Clause. In the event of a conflict between the terms of the Plan and the terms of an insurance contract of an independent third party insurer whose product is being used in conjunction with the Plan, the terms of the insurance contract shall control matters related to the insurance contract, such as defining the persons eligible for insurance, the dates of their eligibility, the conditions which must be satisfied to become insured, if any, the benefits Participants are entitled to and the circumstances under which insurance terminates.
15. Employer's Protective Clauses. Upon the failure of either the Participant or the Employer to obtain the insurance contemplated by this Plan (whether as a result of negligence, gross neglect or otherwise), the Participant's benefits shall be limited to the insurance premium(s), if any, that remained unpaid for the period in question and the actual insurance proceeds, if any, received by the Employer or the Participant as a result of the Participant's claim. The Employer shall not be responsible for the validity of any insurance contract issued in connection with the Plan or for the failure on the part of an insurer to make payments provided for under any insurance contract. Once insurance is applied for or obtained, the Employer shall not be liable for any loss which may result from the failure to pay premiums to the extent premium notices are not received by the Employer.
16. No Guarantee of Tax Consequences. Neither the Plan Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant under the Plan will be excludable from the Participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant. It shall be the obligation of each Participant to determine whether each payment under the Plan is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable. Notwithstanding the foregoing, the rights of Participants under this Plan shall be legally enforceable.

**B. Flexible Spending Accounts (FSAs)**

**1. Types of FSAs**

Medical FSA

- (a) Maximum amount you can set aside per Plan Year for reimbursement of eligible medical expenses as defined by IRC Section 213(d) except for insurance premiums: \$2,750.
- (b) For active participants:
  - Eligible services must be provided:
    - after your effective date in the Plan and
    - during the Plan Year.
- (c) If you become ineligible (including termination of employment) during the Plan Year:
  - Eligible services must be provided:
    - after your effective date in the Plan,



**FLEXIBLE BENEFIT PLAN**  
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**PLAN HIGHLIGHTS\***

(page 2 of 2)

- during the Plan Year and
- prior to the date on which you become ineligible.
- The Beniversal Card may no longer be used to access Medical FSA funds. You may submit a claim for reimbursement of eligible expenses.

Dependent Care FSA

- (a) Maximum amount you can set aside per calendar year for reimbursement of eligible dependent care services, as defined by IRC Section 21(b), is limited to the smallest of the following amounts:
  - \$5,000 if single or if married and filing jointly; \$2,500 if married and filing separately.
  - The earned income of the participant.
  - The earned income of the participant's spouse.
- (b) For active participants:
  - Eligible services must be provided:
    - after your effective date in the Plan and
    - during the Plan Year or the 2 ½ month grace period following the end of the Plan Year. The grace period ends March 15.
- (c) If you become ineligible (including termination of employment) during the Plan Year:
  - Eligible services must be provided:
    - after your effective date in the Plan and
    - during the Plan Year in which you become ineligible.

**2. Claims for FSAs**

Claim submission time frames for Medical FSA

- (a) Claims must be received by Benefit Resource, Inc. before the end of the 90 day run-out after the Plan Year ends.
- (b) Claims denied during the run-out may be resubmitted, but must be received by Benefit Resource within 21 days after the run-out ends.
- (c) Eligible participant are allowed to rollover up to \$500 of unused Medical FSA funds to the next Plan Year after the end of the time frame in (b) is completed for the current Plan Year. The minimum amount that can rollover must be greater than \$10.
- (d) Any funds remaining in your Medical FSA after this will be forfeited.

Claim submission time frames for Dependent Care FSA

- (a) Claims must be received by Benefit Resource, Inc. before the end of the one-month run-out that follows the grace period. The run-out ends April 15.
- (b) Claims denied during the run-out may be resubmitted, but must be received by Benefit Resource no later than May 15.
- (c) Any funds remaining in your Dependent Care FSA after this will be forfeited.

Claim reimbursements

- (a) Complete your claim following all instructions.
- (b) Your completed claim form and the required documentation must be received by Benefit Resource at least 5 business days prior to the processing day.
- (c) Claim reimbursements are processed daily.
- (d) There is a minimum reimbursement amount of \$15 (except during the run-out after the end of the Plan Year).
- (e) A claim should never be submitted for an expense that has been paid for with a Beniversal Card or reimbursed from any other source.

**3. Beniversal Card for Medical FSA**

- (a) The Beniversal Card allows you to access Medical FSA funds to pay for eligible medical services at qualified merchants.
- (b) The card may only be used to pay for eligible medical services after they have been provided. The IRS allows one exception: eligibility of orthodontia expenses can be based on either date of payment, date of service or payment due date on coupons/statements.
- (c) Payment of a current Plan Year medical service with the card must be completed before the Plan Year ends.
- (d) Once a new Plan Year begins, only Medical FSA funds associated with the new Plan Year will be available on the card. To access any remaining balance from the prior Plan Year Dependent Care FSA account, submit a claim requesting reimbursement (*refer to Section B. 2*).
- (e) You are advised to save all documentation related to medical expenses paid with your card, as IRS regulations require all FSA transactions to be verified for eligibility.
- (f) If a card transaction cannot be automatically verified, you will be contacted to submit documentation for that transaction.
- (g) Medical expenses paid with the card should never be submitted for claim reimbursement.



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-7  
4 Pages

## CalPERS Pension – Unfunded Accrued Liability Additional Payment

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Danielle Grindle, Finance & Administration Manager

**SUBJECT:** Make additional payment to California Public Employees Retirement System (CalPERS) Unfunded Accrued Pension Liability for Safety and Miscellaneous plans.

**BACKGROUND:** The District contracts with the California Public Employees Retirement System (CalPERS) to provide pension services for its employees as a part of their overall compensation and benefits.

Governmental Accounting Standards Board Statement #68 (GASB 68) requires a calculation of the District pension plans' "Unfunded Accrued Liability" (UAL) and for that estimate to be included in the District's annual audited financial statements.

The total UAL posted in our FY 2019-20 audited financial statements was \$5.3M. This included \$2.9M to the Safety plan and \$2.4M to the Miscellaneous plan. This balance accrues interest annually at a rate equal to the CalPERS's *Discount Rate*, currently 7.0%. During the most recent budget cycle, the board approved an additional \$830,000 payment to the UAL. This included \$230,000 to the Safety plan and \$600,000 to the Miscellaneous plan. Based on these payments and due to the delay of when these payments are recognized on the financial statements, we anticipate our UAL to decrease to \$4.6M for the June 30, 2021 financial statements and \$3.7M for the June 30, 2022 financial statements.

**DISCUSSION:** The District can save a considerable amount of money in interest by paying off the District's UAL early. The UAL for the Miscellaneous Group (e.g., Operations and Administration Departments) as of June 30, 2021 is estimated to be \$1.5M and be 86% funded. The UAL for the Safety Group (e.g., Fire Department) is at \$3.1M and is estimated to be 78% funded. It is the current goal of the District for all plans to reach an approximate funded level of 90%.

CalPERS is proposing the UAL be paid down over a twenty-year period. The total interest payment under this payback period is estimated to be \$3.5M. During the last budget cycle, staff prepared a schedule to accelerate the pay down and reduce the overall amount of interest paid. The savings in interest is projected to be \$2.2M.

After the \$600,000 UAL payment to the Miscellaneous Group Plan, it is estimated to be at a 90% funding level. There are no *additional* payments budgeted for the foreseeable future for the Miscellaneous Group.

After the \$230,000 payment to the UAL for the Safety Group, it is estimated to be at an 81% funding level. There are four more additional payments scheduled through fiscal year 2025 which should get us to a 90% funded level. The majority of funds to pay down the Safety Group's UAL will come from property tax revenue as well as reimbursements for Strike Teams. Due to additional strike team revenue earned in FY2021, there is no loan needed from the Utility Department in the current year.

The amounts to be paid in future years will be a function of the variable UAL balance as well as available rate revenue and property tax. Variability in the UAL balance can be significant and is generally caused by CalPERS' annual investment performance. The UAL will change every year so it's not feasible to prepare a fixed amortization schedule. Consequently, staff will update the pay down schedule annually during the Budget process using then-current data from CalPERS until the District reaches the recommended funding level of 90%.

- ALTERNATIVES:**
1. Approve payment of \$830,000 to pay-down the District's Safety and Miscellaneous Groups' CalPERS Unfunded Accrued Pension Liability (UAL).
  2. Authorize staff to pay-down the plans' UAL in another manner or amount.
  3. Do not authorize staff to pay-down the District's CalPERS pension UAL.

**FISCAL/RESOURCE IMPACTS:** The source of funds for the Miscellaneous group will come from the Water and Sewer FARF. The source of funds for the Safety group will come from strike team revenue for the 2020-2021 fiscal year which year to date is approximately \$260,000 in *net* revenue.

**RECOMMENDATION:** Approve payment of \$830,000 to pay-down the District's Safety and Miscellaneous Groups' CalPERS' Unfunded Accrued Pension Liability (UAL).

**ATTACHMENTS:** PERS Lump Sum Payment Request (2 pages).

**DATE PREPARED:** December 10<sup>th</sup>, 2020





**California Public Employees' Retirement System**

**Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

December 8, 2020

CalPERS ID: 5533681281  
 Employer Name: SQUAW VALLEY PUBLIC SERVICE DISTRICT  
 Rate Plan: SAFETY PLAN [7803]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2021-22 employer contribution requirement following your lump sum payment is shown below.

**If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.**

The information is based on the most recent annual valuation and assumes payment by *December 18, 2020* and no further contractual or financing changes taking effect before June 30, 2021. The Unfunded Accrued Liability (UAL) will be reduced or eliminated by a lump sum payment in the amount of **\$230,000**. The payment will be applied to the Assumption Change 06/30/2018 base(s).

**There will be no change to your FY 2020-21 contributions.**

Valuation as of June 30, 2019	Pre-Payment	Post-Payment
Projected 6/30/2021 Total Unfunded Liability	\$ 3,119,958	
Payment on December 18, 2020	\$ 230,000	
<b>Revised 6/30/2021 Total Unfunded Liability</b>		<b>\$ 2,881,542</b>
<b>FY 2021-22 Employer Contributions</b>		
Base Total Normal Cost for Formula	31.47%	31.47%
Surcharges for Class 1 Benefit		
a) FAC 1	1.23%	1.23%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	32.70%	32.70%
Formula's Expected Employee Contribution Rate	<u>8.99%</u>	<u>8.99%</u>
Employer Normal Cost Rate	23.71%	23.71%
Payment on Assumption Change 06/30/2018	\$ 17,612	\$ 8,918
Payment on all other bases	<u>\$ 221,587</u>	<u>\$ 221,587</u>
Employer Unfunded Liability Payment	\$ 239,199	\$ 230,505

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.



**California Public Employees' Retirement System**

**Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

December 8, 2020

CalPERS ID: 5533681281  
 Employer Name: SQUAW VALLEY PUBLIC SERVICE DISTRICT  
 Rate Plan: MISCELLANEOUS FIRST TIER PLAN [10083]

Re: Lump Sum Payment to reduce the Unfunded Accrued Liability

Dear Requestor:

As requested, information on the fiscal year 2021-22 employer contribution requirement following your lump sum payment is shown below.

**If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.**

The information is based on the most recent annual valuation and assumes payment by *December 18, 2020* and no further contractual or financing changes taking effect before June 30, 2021. The Unfunded Accrued Liability (UAL) will be reduced or eliminated by a lump sum payment in the amount of **\$600,000**. The payment will be applied to the Share Of Pre-2013 Pool Ual 06/30/2013 base(s).

**There will be no change to your FY 2020-21 contributions.**

Valuation as of June 30, 2019	Pre-Payment	Post-Payment
Projected 6/30/2021 Total Unfunded Liability	\$ 1,454,861	
Payment on December 18, 2020	\$ 600,000	
<b>Revised 6/30/2021 Total Unfunded Liability</b>		<b>\$ 832,907</b>
FY 2021-22 Employer Contributions		
Base Total Normal Cost for Formula	21.31%	21.31%
Surcharges for Class 1 Benefit		
a) FAC 1	0.67%	0.67%
b) IDR BEN 50% FC	0.31%	0.31%
c) PRSA 25%	0.85%	0.85%
Phase out of Normal Cost Difference	<u>0.00%</u>	<u>0.00%</u>
Plan's Total Normal Cost	23.14%	23.14%
Formula's Expected Employee Contribution Rate	<u>7.96%</u>	<u>7.96%</u>
Employer Normal Cost Rate	15.18%	15.18%
Payment on Share Of Pre-2013 Pool Ual 06/30/2013	\$ 91,214	\$ 35,117
Payment on all other bases	<u>\$ 41,711</u>	<u>\$ 41,711</u>
Employer Unfunded Liability Payment	\$ 132,925	\$ 76,828

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.



## OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



### Quitclaim Deed and Sewer Pipeline Easement APN 096-230-039-000

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Dave Hunt, District Engineer  
**SUBJECT:** **Approve signing of a Quitclaim Deed to Abandon Sewer Pipeline Easement (Resolution 2020-26) and Sewer Pipeline Easement (Resolution 2020-27) – APN 096-230-039 (5038 River Road)**

**BACKGROUND:** As part of the 2019 Truckee River Siphon Replacement Project, the property owner at 5038 River Road granted the District a Sewer Pipeline Easement (DOC-2018-0087520-00, recorded December 4, 2018). The boundaries of the easement were based on the designed location of the two (2) sewer pipelines. The project included installation of two (2) high density polyethylene pipelines by horizontal directional drilling under Highway 89 and the Truckee River, extending from the west side of Highway 89 within the Caltrans right of way to the east side of the Truckee River on land owned by the U.S. Forest Service.

As constructed, one of the sewer pipelines was installed slightly outside of the easement. This was a result of challenging geology that was encountered during construction. Because of this, the District intends to quitclaim the existing easement and record a new easement.

**DISCUSSION:** Staff has been coordinating the execution and recording of a new sewer pipeline easement with the owner of 5038 River Road for over a year now. Currently, the property is in escrow with an estimated closing date of December 21, 2020. As a condition of closing, the District has been working with First American Title Company to execute and record a new Grant of Easement and a Quit Claim Deed for the existing easement.

The new easement will be granted to the District by the new owner, Painted Rock, LLC through the escrow process. The District will deliver a signed easement to escrow with instruction that the easement be executed by Painted Rock, LLC and recorded simultaneously with the Grant Deed transferring title to Painted Rock, LLC.

Subsequently, the title company will record the Quitclaim Deed. If for some reason the Grant of Easement is not recorded simultaneously with the Grant

Deed upon closing, then the title company will be required to return the Quitclaim Deed unrecorded.

**ALTERNATIVES:**

**F-8A – Sewer Line Easement Abandonment – APN 096-230-039**

1. Approve Resolution 2020-26 authorizing signing of the Quitclaim Deed to abandon the Sewer Pipeline Easement located on APN 096-230-039, and delivery to First American Title Company with instruction that the Quitclaim Deed be recorded subsequent to the recording of the Sewer Pipeline Easement and the Grant Deed transferring title to Painted Rock, LLC.
2. Do not approve Resolution 2020-26.

**F-8B – Sewer Pipeline Easement – APN 096-230-039**

1. Approve Resolution 2020-27 authorizing signing of the Sewer Pipeline Easement located on APN 096-230-039, and delivery to First American Title Company with instruction that the easement be executed by the new property owner and recorded simultaneously with the Grant Deed transferring title to Painted Rock, LLC.
2. Do not approve Resolution 2020-27.

**FISCAL/RESOURCE IMPACTS:** There are no fiscal impact to the District.

**RECOMMENDATIONS:**

**F-8A – Sewer Line Easement Abandonment – APN 096-230-039**

Staff recommends approval of Resolution 2020-26 authorizing signing of the Quitclaim Deed to abandon Sewer Pipeline Easement and delivery to First American Title Company for recording with Placer County.

**F-8B – Sewer Pipeline Easement – APN 096-230-039**

Staff recommends approval of Resolution 2020-27 authorizing signing of the Sewer Pipeline Easement and delivery to First American Title Company for recording with Placer County.

**ATTACHMENTS:**

- Resolution 2020-26 and 2020-27
- Quitclaim Deed to Abandon Sewer Pipeline Easement APN 096-230-039
- Sewer Pipeline Easement APN 096-230-039

**DATE PREPARED:** December 9, 2020

**RESOLUTION 2020-26**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY  
PUBLIC SERVICE DISTRICT AUTHORIZING EXECUTION OF QUITCLAIM DEED  
TO ABANDON A SEWER LINE EASEMENT  
LOCATED ON PLACER COUNTY APN 096-230-039 TO  
PAINTED ROCK LLC, A CALIFORNIA LIMITED LIABILITY CORPORATION  
FOR AND RELATED TO THE TRUCKEE RIVER SIPHON**

**WHEREAS**, the Board of Directors of the Olympic Valley Public Service District, formerly known as Squaw Valley Public Service District, a body politic organized pursuant to California Water Code §30000, et seq., has determined that the use and purpose of a certain Sewer Line Easement conveyed to the Squaw Valley Public Service District by Beatrice Pup, LLC, recorded December 4, 2018, DOC-2018-0087520-00, Official Records, County of Placer, State of California, is no longer required or needed by the District;

**WHEREAS**, Beatrice Pup, LLC a California Limited Liability Corporation is Owner and Painted Rock LLC, a California Limited Liability Corporation is the buyer of that certain property situated in Tahoe City, Placer County, California, located at 5038 River Road, Tahoe City, CA; and

**WHEREAS**, the property is currently in escrow and is scheduled to close on December 21, 2020; and

**WHEREAS**, the First American Title Company is the Title Company; and

**WHEREAS**, Painted Rock, LLC has requested abandonment thereof,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Olympic Valley Public Service District that:

1. The President of the Board and Board Secretary of the District are hereby authorized to sign the Quitclaim Deed in the form and content as appended hereto.
2. The Quitclaim will be delivered to escrow with instructions that the Quitclaim be executed by Painted Rock, LLC, recorded simultaneously with the Grant Deed transferring title to Painted Rock, LLC and a Sewer Pipeline Grant of Easement, and that the Office of the Recorder of Placer County, California return a conformed copy to the District post recording. However, if the Grant of Easement is not recorded simultaneously with the Grant Deed upon closing, then the title company is directed to return the Quitclaim Deed unrecorded.

PASSED AND ADOPTED this 15<sup>th</sup> day of December 2020 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District by the following

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

---

Dale Cox, Board President

ATTEST:

---

Jessica Asher, Board Secretary

RECORDING REQUESTED BY  
AND RETURN TO:

Olympic Valley Public Service District  
Attn: Mike Geary  
P. O. Box 2026  
Olympic Valley, CA 96146

Exempt from recording fees pursuant  
to government code 6103 and 27383

MAIL TAX STATEMENTS TO:

DOCUMENTARY TRANSFER TAX \$ \_\_\_\_\_  
\_\_\_\_\_ COMPUTED ON FULL VALUE OF PROPERTY CONVEYED  
\_\_\_\_\_ COMPUTED ON FULL VALUE LESS LIENS AND  
ENCUMBRANCES REMAINING AT TIME OF SALE

The Undersigned  
Signature of Declarant or Agent determining tax - Firm Name

**QUITCLAIM DEED TO ABANDON SEWER PIPELINE EASEMENT**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the Olympic Valley Public Service District, formerly known as the Squaw Valley Public Service District, a body politic organized pursuant to California Water Code §30000, et seq., does hereby REMISE, RELEASE AND FOREVER QUITCLAIM to Painted Rock, LLC., a California Limited Liability Company, all right, title and interest in and to that Sewer Pipeline Easement, recorded December 4, 2018, DOC-2018-0087520-00, Official Records, County of Placer, State of California.

The real property affected hereby is described as follows:

Lot 8, as shown and designated on that map entitled "TRACT NO. 746, SQUAW VALLEY EAST SUBDIVISION" filed in the Office of the County Recorder of Placer County, California, on January 11, 1994, in Book "S" of Maps, at Page 50.

APN 096-230-039-000

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
(FORMERLY KNOWN AS SQUAW VALLEY PUBLIC  
SERVICE DISTRICT)

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Dale Cox, President, Board of Directors

ATTEST:

BY: \_\_\_\_\_  
Jessica Asher, Board Secretary

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he /she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he /she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

**RESOLUTION 2020-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
ACCEPTING GRANT OF EASEMENT  
LOCATED ON PLACER COUNTY APN 096-230-039  
GRANTED BY PAINTED ROCK LLC,  
A CALIFORNIA LIMITED LIABILITY CORPORATION  
FOR AND RELATED TO THE TRUCKEE RIVER SIPHON**

**WHEREAS**, Beatrice Pup, LLC a California Limited Liability Corporation is Owner and Painted Rock LLC, a California Limited Liability Corporation is the buyer of that certain property situated in Tahoe City, Placer County, California, located at 5038 River Road, Tahoe City, CA, and as described in the Grant of Easement, attached hereto and incorporated herein; and

**WHEREAS**, the property is currently in escrow and is scheduled to close on December 21, 2020; and

**WHEREAS**, the First American Title Company is the Title Company; and

**WHEREAS**, Painted Rock LLC, a California Limited Liability Corporation, will execute and record the easement simultaneously with the Grant Deed in the Official Records of the Office of the Recorder of Placer County, California, and deliver to the District the Sewer Pipeline Easement burdening the above-described property; and

**WHEREAS**, District wishes to accept the Grant of Easement.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Olympic Valley Public Service District:

1. Does hereby conditionally accept the Grant of Easement, which documents are attached hereto and incorporated herein,
2. The President of the Board and Board Secretary of the District are hereby authorized and directed to sign said document(s) on behalf of the District.
3. The Easement will be delivered to escrow with instructions that the Easement be executed by Painted Rock, LLC, recorded simultaneously with the Grant Deed transferring title to Painted Rock, LLC, and that the Office of the Recorder of Placer County, California return a conformed copy to the District post recording.

PASSED AND ADOPTED this 15<sup>th</sup> day of December 2020 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

---

Dale Cox, Board President

ATTEST:

---

Jessica Asher, Board Secretary

## RECORDING COVER SHEET

**Project Name:**

Truckee River Siphon Replacement Project

**Recording Requested By and When Recorded Mail**

**To:**

Olympic Valley Public Service District

Attn: Mike Geary, General Manager

P.O. Box 2026

Olympic Valley, CA 96146

Exempt from recording fees pursuant to Government

Code 6103 and 27383

*Above for Recorders Use Only*

APN: 096-230-039

**Document Title:** SEWER PIPELINE EASEMENT

**Affected Parcel(s):** APN #096-230-039

**Grantor(s):** PAINTED ROCK, LLC, a California Limited Liability Company

**Grantee(s):** OLYMPIC VALLEY PUBLIC SERVICE DISTRICT, a Public Agency

**Legal Description:** See Exhibit "A"

**Site Map:** See Exhibit "B"

**Other Attachment(s):**  Certificate of Acceptance  
 All-Purpose Acknowledgement Form

## SEWER PIPELINE EASEMENT

FOR VALUABLE CONSIDERATION, Receipt of which is hereby acknowledged, **PAINTED ROCK, LLC**, a California Limited Liability Company, as GRANTOR, hereby grants and conveys to **OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**, a California Special District, as GRANTEE, a Non-Exclusive SEWER PIPELINE EASEMENT for the purpose of installing, constructing, completing, repairing, maintaining, operating, replacing, reconstructing, altering and inspecting a **Sewer Pipeline** or lines and related conduits, facilities and appurtenances, on, over, across, under and through that certain real property, situated in the unincorporated area of the COUNTY OF PLACER, STATE OF CALIFORNIA, more particularly described in **EXHIBIT A** and **EXHIBIT B**, attached hereto and incorporated herein by this reference.

GRANTOR further grants to GRANTEE the perpetual right of ingress to and egress from said EASEMENT for the purpose of exercising, performing and protecting GRANTEE'S rights and privileges hereunder: PROVIDED such rights of ingress and egress shall be executed so as to cause the least practicable damage and inconvenience to GRANTOR.

GRANTOR reserves the right to use said EASEMENT for purposes which will not unreasonably interfere with GRANTEE'S full enjoyment of the rights and privileges herein granted, PROVIDED, HOWEVER, the GRANTOR shall not erect, construct, or maintain any building, fence or structure, nor make any excavation within or drill or operate any well, nor add to the ground level within or upon said EASEMENT without first obtaining written consent of GRANTEE to do so.

The Undersigned declares the documentary transfer tax is \$0.00.

The provisions hereof shall be binding upon and inure to the benefit of the successors, transferees and assigns of GRANTOR and GRANTEE, and shall be covenants which run with the land.

IN WITNESS WHEREOF, Grantor has executed this SEWER PIPELINE EASEMENT on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PAINTED ROCK, LCC,  
a California Limited Liability Company  
By:

\_\_\_\_\_  
Carlos S. Ramirez, Managing Member

**Certificate of Acceptance**  
[*Government Code* Section 27281]

The, Undersigned, hereby certifies that the interest in real property conveyed by the Grant of Sewer Line Easement, to which this Certificate is attached, from **PAINTED ROCK, LLC**, a California Limited Liability Company, Grantor to **OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**, a public agency was accepted pursuant to adoption of Resolution 2020-27 and Grantee consents to recordation thereof by its duly authorized Officer.

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

DATED: \_\_\_\_\_

BY: \_\_\_\_\_  
Dale Cox, President, Board of Directors

ATTEST:

BY: \_\_\_\_\_  
Jessica Asher, Board Secretary

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is/are subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

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Signature of Notary Public



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STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

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I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

January 7, 2020

**EXHIBIT 'A'**  
Sewer Pipeline Easement

All that portion of the tract of land as shown and designated as Lot 8 on that map entitled "TRACT NO. 746, SQUAW VALLEY EAST SUBDIVISION" filed in Book S of Maps, at Page 50, Placer County Records, located within a portion of the Northeast quarter of Section 28, Township 16 North, Range 16 East, M.D.B.M., County of Placer, State of California, described as follows:

A strip of land 28.5 feet wide, lying 14.25 feet on each side of the following described centerline:

**Beginning** at a point on the East line of said Lot 8 from which the Northeast corner of Section 28 bears North 00°13'09" East for a distance of 474.27 feet; thence from the Point of Beginning South 63°49'59" West for a distance of 88.62 feet to a point on the Southwest line of said Lot 8 and the Point of Termination.

Sidelines of said strip shall be prolonged or shortened to terminate at the West line and East line of said tract of land.

Containing a total easement area of 2,526 square feet, more or less.

**End of Description**

Note: The above described parcel is shown on Exhibit 'B' attached hereto and made a part hereof.

*Dana J Remington*      1-7-2020  
Dana J Remington, PLS 8448      Date:




**LOT 9**  
S MAPS 50  
2014-0077652

**LOT 8**  
S MAPS 50  
2017-0035805

21 22  
28 27

N01°3'09"E 474.27'(TIE)

 EASEMENT AREA  
2526± SF

**LANDS OF USA**

STATE HIGHWAY 89

S63°49'59"W 88.62'  
14.25'  
28.5'  
14.25'

POB



**EXHIBIT 'B'**  
**SEWER PIPELINE**  
**EASEMENT**  
**A PORTION OF**  
**SECTION 28, T.16 N., R.16 E., M.D.B.M.**  
**SQUAW VALLEY**  
**PLACER COUNTY, CALIFORNIA**  
**SCALE: 1"=80' JANUARY 2020**





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-9  
10 Pages

## PRESSURE ZONE 1A PROJECT

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Dave Hunt, District Engineer

**SUBJECT:** Pressure Zone 1A Project – Professional Services Agreement with Farr West Engineering for Engineering Planning Services

**BACKGROUND:** The Pressure Zone 1A Project (project) is identified in the Water Capital Improvement Plan as a critical component of District’s water loss reduction and pressure management program. The project will create a new pressure zone to reduce excessively high water pressures in the lower (eastern) portion of the District’s water system. The lower portions of Zone 1 have water pressures exceeding 130-150 pounds per square inch (psi). Water industry standards recommend pressure not exceed 100 psi. It is well documented that high pressures in a water distribution system exacerbate leakage rates in pipes. In many cases leakage rates can increase by more than 5 times the original leak level. Leak rates are exacerbated by pressure fluctuations, pipe material, pipe age, and construction methods. Sections of the lower part of Zone 1 were constructed as far back as the 1960s using asbestos concrete and steel pipe.

The project will entail construction of two or three pressure reducing valve (PRV) stations, appurtenant distribution piping and valves, and electrical and controls. The PRV stations will include pressure and flow monitoring and be integrated into the District’s SCADA system. The project will include planning, permitting, design, and construction phases. Planning will include updating and calibrating the District’s hydraulic water model, determining the quantity and location of PRVs, and site selection. Permitting will include environmental and Placer County encroachment permits.

Planning of the project is included in the FY21 budget, and design and permitting in the FY22 budget. Construction of the project could occur as early as FY23.

**DISCUSSION:** Farr West Engineering (FWE) provided a scope of work to provide engineering planning services for the project. The scope includes updating and calibrating

the District' water system hydraulic model and preparation of a Basis of Design Report (BDR).

The hydraulic model calibration task will use recent fire hydrant testing data and current water demand information to update and calibrate the model to increase its accuracy. The model will be used to define the new pressure zone boundary and identify potential locations for PRVs and additional piping.

The BDR will provide the basis of design for the project and include:

- Hydraulic modeling to determine PRV locations and additional distribution system piping requirements;
- Design criteria;
- Site evaluation for PRVs and identification of easement requirements;
- Permitting requirements;
- Planning level design drawings; and
- Planning level cost estimate.

Design and permitting of the Project will be initiated after completion of the BDR.

The District received a grant from the Placer County Water Agency (PCWA) Financial Assistance Program (FAP) for \$55,000 in May 2020 to support planning and design. The developer of the Palisades at Squaw project also contributed \$50,000 towards the overall project as required in the 2017 Development Agreement. After completion of the BDR, staff will pursue additional funding opportunities for construction of the project, including the Bureau of Reclamation WaterSMART grant program and the PCWA FAP. Matching funds will come from the District's Water Capital account. The current total estimated project cost is approximately \$990,000.

**ALTERNATIVES:** 1. Approval of the proposal from Farr West Engineering to provide engineering planning services for the project in an amount not to exceed \$42,540.00.

2. Do not approve the proposal.

**FISCAL/RESOURCE IMPACTS:** The source of funds for engineering planning services is provided by the PCWA FAP grant. Future phases of the project, including Design and Permitting, and Construction will be funded by the PCWA FAP Grant, the contribution from the Palisades at Squaw developer, and the Water Capital account.

**RECOMMENDATION:** Staff recommends approval of the proposal from Farr West Engineering for providing engineering planning services and recommends the General Manager be authorized to execute a Professional Services Agreement with Farr West Engineering in an amount not to exceed \$42,540.00.

**ATTACHMENTS:** Farr West Engineering proposal dated December 10, 2020

**DATE PREPARED:** December 10, 2020

**EXHIBIT A**  
**SCOPE OF WORK**

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**Olympic Valley Public Service District**  
**Pressure Zone 1A Improvement Project**

**INTRODUCTION**

Olympic Valley Public Service District (OVPSD) has requested Farr West Engineering (Farr West) to provide a scope of work (SOW) for the water system Pressure Zone 1A Improvement Project. The water system currently has a pressure zone on the eastern limits of the system that experiences high pressures. OVPSD wishes to create a new pressure zone for this area to reduce system pressures. This project will consist of updating the existing hydraulic model of the water system and utilizing the updated model to create a Basis of Design Report (BDR) for a future design of the new pressure zone.

The phase and task breakdown for the project is designated as follows:

**Design Services**

- Task 1 – Project Management
- Task 2 – Water Model Update
- Task 3 – Basis of Design Report

**DESIGN SERVICES**

**Task 1 – Project Management**

*Objective*

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule.

*Approach*

Farr West will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and at project coordination meetings with OVPSD and Farr West staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications.
- Conducting a project kick-off meeting with Farr West and OVPSD staff.
- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with OVPSD.

### ***Deliverables***

The following deliverables will be submitted under this task:

- Project schedule.
- Monthly status reports.

### ***Assumptions***

The following assumptions apply:

- Monthly reports (4) will be provided with timely invoices.
- Project-related issues will be identified, communicated, and resolved.

## **Task 2 – Water Model Update**

### ***Objective***

To update the hydraulic model by updating model demands and calibrating the model using field hydrant test data.

### ***Approach***

The following approach applies:

- Review the existing model average day, maximum day, and peak hour demands within the model.
- Review previous demand allocations and update system demands per updated demand calculations.
- Create extended period simulation (EPS) scenarios for average day and maximum day demands using diurnal curves created by OVPSD.
- Using the previously recorded hydrant test data, calibrate the model to the field data.
- Verify calibrated model by running known operational scenarios, including operations of water system with major components offline during maintenance periods.

### ***Deliverables***

The following will be delivered under this task:

- Technical memorandum summarizing the model update and calibration effort.
- Hydraulic model digital file

### ***Assumptions***

The following assumptions apply:

- OVPSD will provide updated average day, maximum day, and peak hour demands for the system.
- This SOW assumes that the customer meter GIS database has not been updated and allocation of demands on a meter-to-meter basis will not be updated from previous iterations of the model. Global demand totals by pressure zone and specific development areas will be updated per data provided by OVPSD.



- The calibration effort will use hydrant testing data that has previously been collected by OVPSD. If hydrant testing data is not useful, Farr West will request additional hydrant testing to be performed to better calibrate the model. Any additional hydrant testing will be performed by OVPSD staff.
- OVPSD will provide system diurnal curves for average day demand and maximum day demand.
- Two (2) progress meetings will be a part of this task to review model update and calibration efforts, as well as discuss further hydrant testing needs if required.

### **Task 3 – Basis of Design Report**

#### ***Objective***

To use the calibrated water model to model specific project alternatives in order to determine optimal locations to establish a new pressure zone. Complete a project alternatives analysis and select a preferred project. A complete BDR will be prepared to document findings from the modeling efforts, as well as provide a 10%-30% design of the planned selected project.

#### ***Approach***

This task will include the following activities:

- Determine all possible locations in the existing system where establishing the new pressure zone is possible.
- Model the possible locations and configurations to determine the most efficient locations hydraulically. Including PRV sizing and setting, and any additional piping requirements as needed.
- Perform an alternatives analysis using engineering, construction, easement requirements, power availability and proximity, and SCADA needs as factors in the selection process.
- Planning level cost estimates for project alternatives will be created and used as part of the site selection and evaluation process.
- Prepare a BDR that summarizes the approach to the zone 1A improvements including the modeling effort, alternatives analysis, project selection, planning level cost estimate of preferred project, permitting requirements, and design criteria.

#### ***Deliverables***

The following deliverables will be submitted under this task:

- Draft BDR
- Final BDR

#### ***Assumptions***

The following assumptions apply:

- Four (4) progress meetings will be a part of this task to review the project progress and status of the BDR.
- One (1) meeting will be held at Farr West’s office with OVPSD staff to review the draft BDR.
- The draft BDR will be revised per comments received from OVPSD and a final BDR will be issued.

**EXHIBIT B  
SCHEDULE**

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**Notice to Proceed:** **December 2020**

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**Water Model Update and Calibration:** **January 2021**

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**Draft Basis of Design Meeting:** **February 2021**

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**Final Basis of Design Report:** **March 2021**

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**EXHIBIT C  
BUDGET**

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Task 1	Project Management	\$5,250
Task 2	Water Model Update	\$14,800
Task 3	Basis of Design Report	\$22,500
	<b>TOTAL:</b>	<b>\$42,550</b>

**EXHIBIT D  
ENGINEER'S RATE SCHEDULE**

<b>Title</b>	<b>Hourly Rate</b>	<b>Title</b>	<b>Hourly Rate</b>
Principal Engineer	\$172	Building Inspector II	\$70
Senior Engineer II	\$165	Building Inspector I	\$65
Senior Engineer	\$150	Designer III	\$120
Engineer IV	\$140	Designer II	\$110
Engineer III	\$130	Designer I	\$100
Engineer II	\$120	GIS Analyst II	\$140
Engineer I	\$110	GIS Analyst I	\$120
Electrical Engineer in Training II	\$110	GIS Specialist	\$100
Engineer in Training II	\$100	GIS Technician	\$87
Engineer in Training I	\$93	Water Rights Specialist III	\$150
Senior Hydrogeologist	\$160	Water Rights Specialist II	\$130
Hydrogeologist II	\$115	Water Rights Specialist I	\$110
Hydrogeologist I	\$100	Water Rights Technician III	\$105
Electrical Engineer	\$150	Water Rights Technician II	\$95
Construction Inspector III	\$115	Water Rights Technician I	\$75
Construction Inspector II	\$110	Regulatory & Env. Specialist	\$100
Construction Inspector I	\$95	Professional Surveyor	\$140
Project Assistant	\$93	Survey Technician III	\$115
Admin IV	\$100	Survey Technician II	\$100
Admin III	\$90	Survey Technician I	\$80
Admin II	\$80	1 Man Survey Crew	\$140
Admin I	\$65	2 Man Survey Crew	\$220
Intern	\$45	Utility Operator	\$120

Other Fees and Charges:

1. All direct project expenses, including subconsultants, will be billed at actual cost plus 15%.
2. An overtime surcharge of 25% will be applied to the hourly rates of non-salaried employees for authorized overtime work.
3. Different survey and construction inspection labor rates will apply on prevailing wage projects. Rates for prevailing wage projects will be provided on a case by case basis.

**Squaw Valley PSD  
Pressure Zone 1A Improvement Project - Planning  
Engineering Fee Estimate**

	Principal Civil Engineer - Matt Van Dyne	Principal Civil Engineer - Lucas Tipton	Engineer III - Alex Stodtmeister	EIT II - Tanner Brashler	Administrator II - Deidre Blanton	Total Labor		Sierra Controls	TOTAL	
TASKS	Rate (\$/hr)	\$172	\$172	\$130	\$100	\$80	Hours	(\$)	(\$)	(\$)
<b>1.0 Project Management</b>										
Project Coordination and Management	8	8	4				20	\$3,272		\$3,272
Monthly Reports/Progress Billings	4				4		8	\$1,008		\$1,008
Project Kickoff Meeting	2	2	2				6	\$948		\$948
<b>Subtotal</b>	<b>14</b>	<b>10</b>	<b>6</b>		<b>4</b>		<b>34</b>	<b>\$5,228</b>		<b>\$5,228</b>
<b>2.0 Water Model Update</b>										
Progress Meetings		2	2				4	\$604		\$604
Demand Allocation	1	2	8	8			19	\$2,356		\$2,356
Hydrant Testing Coordination			4	4			8	\$920		\$920
Model Calibration	1	2	16	16			35	\$4,196		\$4,196
EPS Scenarios		2	8	16			26	\$2,984		\$2,984
Summary Memorandum		2	20	8			30	\$3,744		\$3,744
<b>Subtotal</b>	<b>2</b>	<b>10</b>	<b>58</b>	<b>52</b>			<b>122</b>	<b>\$14,804</b>		<b>\$14,804</b>
<b>3.0 Basis of Design Report</b>										
Progress Meetings	4	4	4				12	\$1,896		\$1,896
Alternatives Modeling	2	10	20	18			50	\$6,464		\$6,464
Alternatives Analysis	4	4	12				20	\$2,936		\$2,936
Draft BDR	4	4	24	16			48	\$6,096		\$6,096
BDR Review Meeting w/ SVPSD	2	2	4				8	\$1,208		\$1,208
Final BDR	2	2	14	14			32	\$3,908		\$3,908
<b>Subtotal</b>	<b>18</b>	<b>26</b>	<b>78</b>	<b>48</b>			<b>170</b>	<b>\$22,508</b>		<b>\$22,508</b>
<b>TOTAL</b>	<b>34</b>	<b>46</b>	<b>142</b>	<b>100</b>	<b>4</b>		<b>326</b>	<b>\$42,540</b>		<b>\$42,540</b>



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-10  
3 Pages

## California Fire Assistance Agreement – Update to Change Name

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Allen Riley, Fire Chief

**SUBJECT:** Update the *Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies* to Change Name to Olympic Valley Fire Department.

**BACKGROUND:** The Fire Department is party to the *Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies* with the California Fire Assistance Agreement Committee in support of the California Fire Services and Emergency Rescue Mutual Aid System. This agreement provides terms for our Fire Department to provide Mutual Aid across the State of California as Strike Teams, including terms for reimbursement for labor resources provided by the District.

The agreement requires updating to reflect the Fire Department's new name, *Olympic Valley Fire Department*. Specifically required is submittal of the Board's re-approval of a resolution approving portal-to-portal compensation and overtime pay (consistent with the current Memorandum of Understanding (MOU)) for firefighters assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

**DISCUSSION:** To change the Department's name and agency identifier from Squaw Valley Fire Department (SQU) to Olympic Valley Fire Department (OLV), Board approval of attached Resolution 2020-28 is required.

Portal-to-portal pay refers to the compensation paid to firefighters to respond to an emergency *from* the time they leave their home *to* the time they return; as opposed to the time they leave their fire station or the time they arrive at the incident.

The Fire Department has had a "portal-to-portal" agreement for mutual aid requests with the State of California Office of Emergency Service (CalOES) for

many years. The portal-to-portal agreement is a standard practice for fire departments to get compensated for sending personnel and equipment throughout the region or state for mutual aid. It allows the agency providing the personnel and equipment to be reimbursed for the entire time commitment, including travel time.

- ALTERNATIVES:**
1. Adopt Resolution 2020-28 authorizing overtime and portal-to-portal pay.
  2. Do not adopt Resolution 2020-28 and do not receive reimbursement for travel time and expenses.

**FISCAL/RESOURCE IMPACTS:** There is no fiscal impact to adopting Resolution 2020-28, however, there will be a significant negative fiscal impact if the resolution is not adopted.

**RECOMMENDATION:** Adopt Resolution 2020-28 authorizing overtime and portal-to-portal pay.

**ATTACHMENTS:** Resolution 2020-28.

**DATE PREPARED:** December 11, 2020.

**RESOLUTION 2020-28**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
AUTHORIZING OVERTIME AND PORTAL TO PORTAL PAY FOR EMPLOYEES**

**WHEREAS**, Olympic Valley Fire is a department within Olympic Valley Public Service District which is a public agency located in the County of Placer, State of California, and

**WHEREAS**, it is the Olympic Valley Public Service District's desire to provide fair and legal payment to all its employees for time worked; and

**WHEREAS**, the Olympic Valley Public Service District has in its employ, Fire department response personnel include: Fire Chief, Fire Captain, Engineer, Firefighter/Paramedic; and

**WHEREAS**, the Olympic Valley Public Service District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

**WHEREAS**, the Olympic Valley Public Service District will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

**NOW THEREFORE BE IT RESOLVED** that the conditions set forth in this resolution, as stated above, take effect upon adoption by the Board of Directors of the Olympic Valley Public Service District.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of December 2020 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Dale Cox, Board President

ATTEST:

\_\_\_\_\_  
Jessica Asher, Board Secretary





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-1  
4 Pages

## FIRE DEPARTMENT REPORT

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Allen Riley, Fire Chief  
**SUBJECT:** Fire Department Report – Information Only

**BACKGROUND:** The discussion section below provides information from the Fire Department regarding operations and activities that are not the subject of a separate report. This report is prepared to provide new information and recent progress only.

**DISCUSSION:** Training

EMS: Safe Surrender, CPR, S-SV Policies & procedures, Infrequent skills, Pedi Cardiac Monitoring, CO Emergencies, Coronavirus/Covid-19 training, Cleaning/Decontamination.

Fire/Rescue: High Rise, Building Construction, Air Ambulance, Driver training, helicopter training, Pre-Fire Plans, District Familiarization (FDCs, sprinkler zone valves, standpipes, access/egress, pre-fire plans).

Public Education

All public classes and meetings canceled until further notice.

Fire Prevention

Commercial Inspections: FD started limited engine company inspections taking place in the District. Red Wolf Lodge, Resort at Squaw Creek, Squaw West Condos, Squaw Ridge Condos, Tavern Inn Condos, Tram Condos, Olympic Canter Condos. Several plan checks, LPG inspections, sprinkler rough inspections and building final inspections.

Equipment

Winter switchover complete.

Emergency Calls:

Please see attached pages.

Total calls for the period: 40 (November 10 to December 8, 2020)

January 1st to Dec. 8, 2019: 498 Calls; Jan 1<sup>st</sup> – Dec. 8, 2020: 458 Calls

**ATTACHMENTS:** Total Record Volume by Incident Type Report.

**DATE PREPARED:** December 9, 2020

63%

**FIRE**  
Percentage of Total Incidents

38%

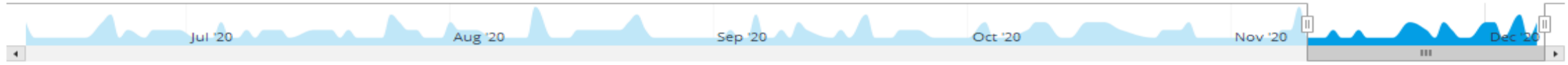
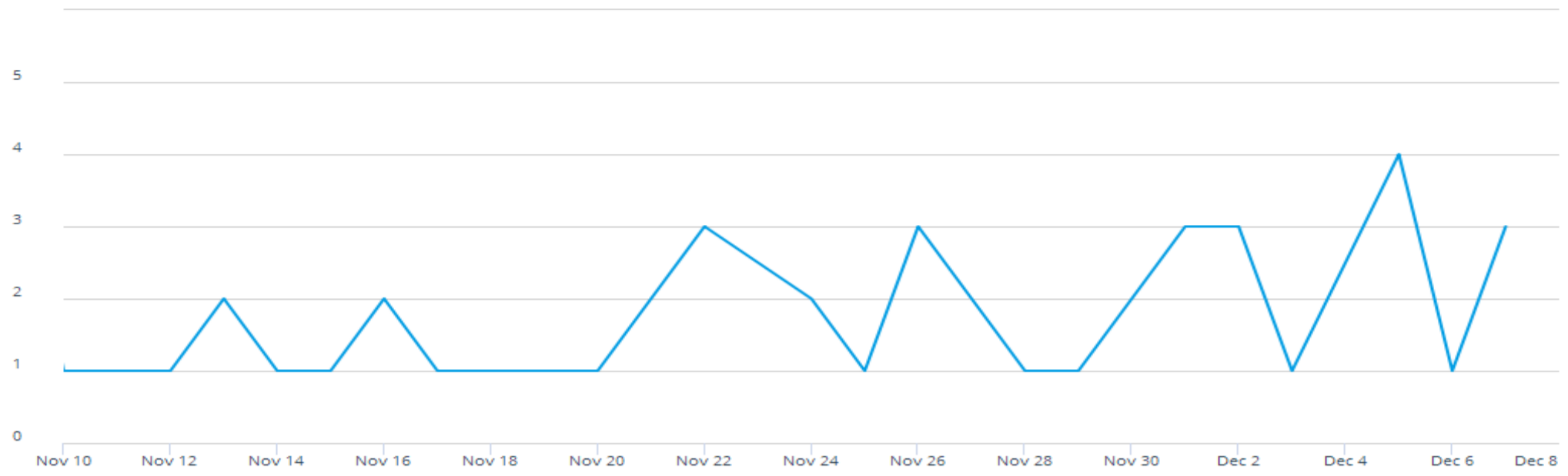
**EMS**  
Percentage of Total Incidents

40

**INCIDENTS**  
In Selected Time Slice

29

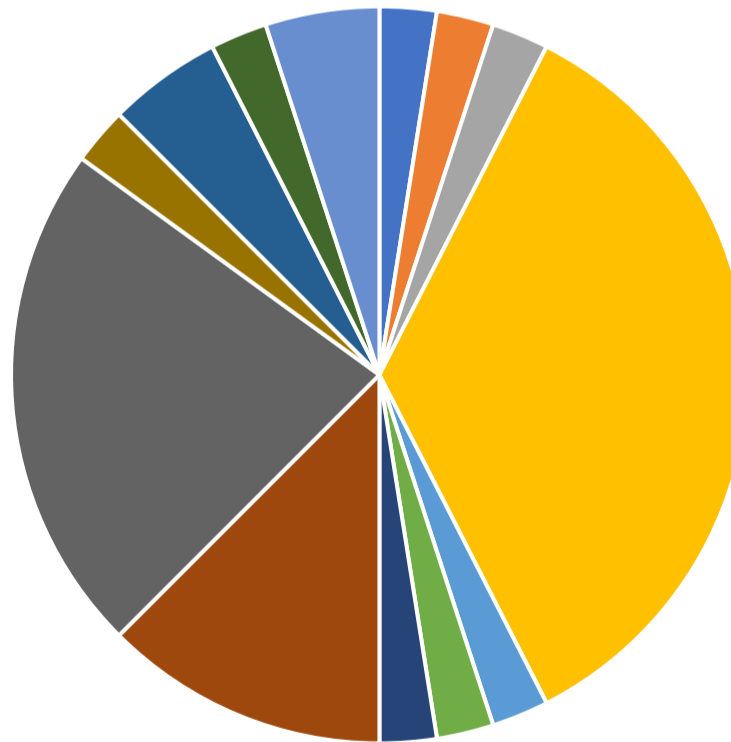
**DAYS**  
In Selected Time Slice



Counts

Week Ending	11/15/20	11/22/20	11/29/20	12/6/20	12/13/20	12/20/20	12/27/20	1/3/21	1/10/21	1/17/21	1/24/21	1/31/21	2/7/21	Total
Natural vegetation fire			1											1
Excessive heat, scorch burns with no ignition			1											1
Rescue, emergency medical call (EMS), other		1												1
Emergency medical service (EMS) incident			1	7	5	1								14
Combustible/flammable spills & leaks			1											1
Electrical wiring/equipment problem			1											1
Service call, other					1									1
Public service assistance		2			1	2								5
Dispatched and canceled en route			1	3	5									9
Wrong location, no emergency found			1											1
HazMat release investigation w/no HazMat		1	1											2
False alarm and false call, other			1											1
Unintentional system/detector operation (no fire)		2												2
<b>Total</b>	<b>6</b>	<b>9</b>	<b>10</b>	<b>12</b>	<b>3</b>									<b>40</b>

- Natural vegetation fire
- Excessive heat, scorch burns with no ignition
- Rescue, emergency medical call (EMS), other
- Emergency medical service (EMS) incident
- Combustible/flammable spills & leaks
- Electrical wiring/equipment problem
- Service call, other
- Public service assistance
- Dispatched and canceled en route
- Wrong location, no emergency found
- HazMat release investigation w/no HazMat
- False alarm and false call, other
- Unintentional system/detector operation (no fire)



52%

FIRE  
Percentage of Total Incidents

48%

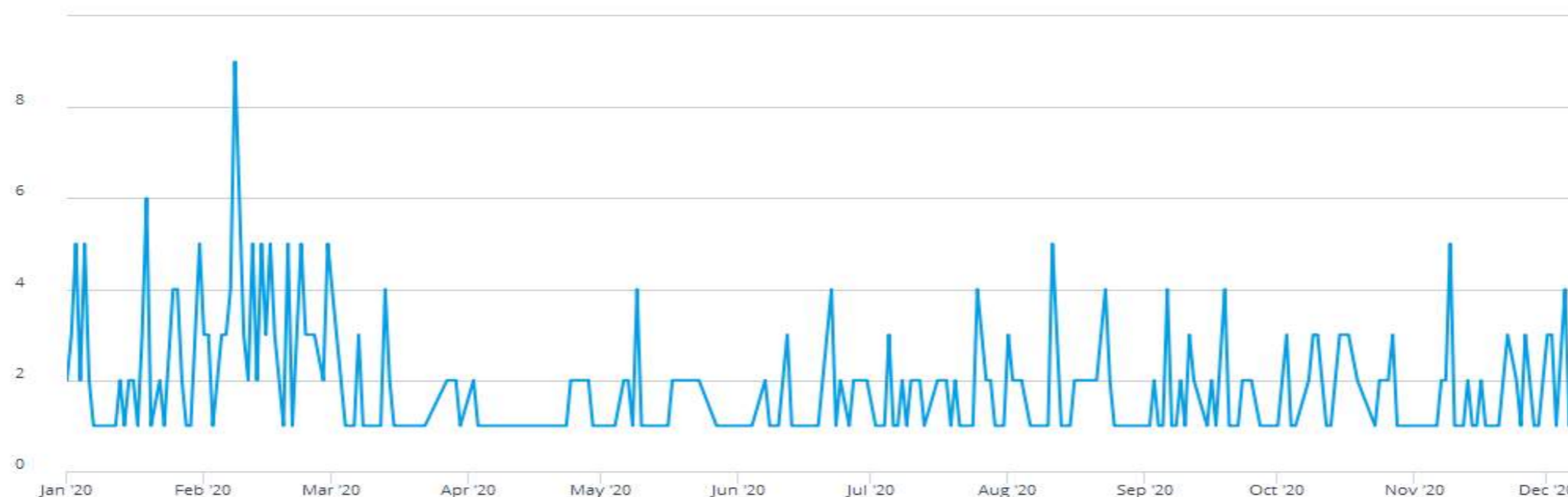
EMS  
Percentage of Total Incidents

458

INCIDENTS  
In Selected Time Slice

343

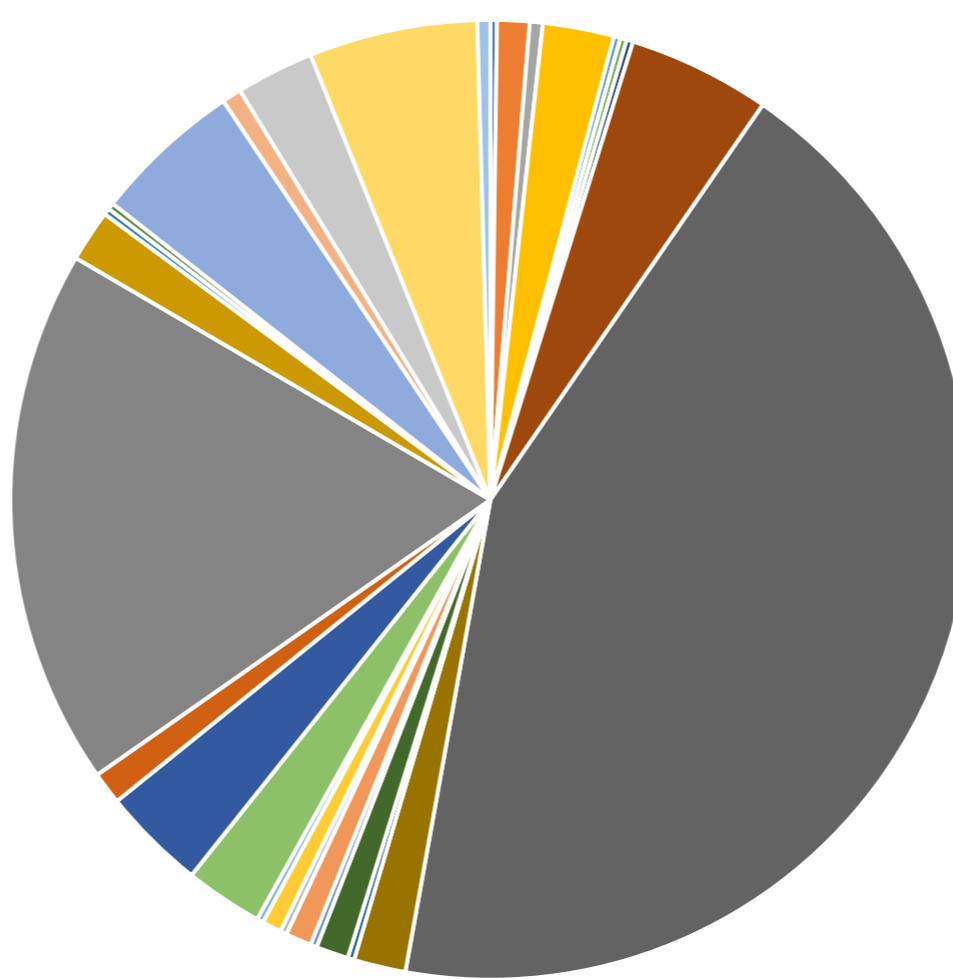
DAYS  
In Selected Time Slice



Counts

	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Jan '21	Total
Fire, other										1			1	1
Structure Fire		1	1					1	1	1				5
Mobile property (vehicle) fire		1								1				2
Natural vegetation fire					1	1	3	2	2	1	1			11
Special outside fire											1			1
Excessive heat, scorch burns with no ignition											1			1
Rescue, emergency medical call (EMS), other											1			1
Medical assist		1	1	1	2	1	3	7	4	2				22
Emergency medical service (EMS) incident		45	68	14	4	2	10	13	10	7	10	9	6	198
Extrication, rescue					2	2	4							8
Rescue or EMS standby			1											1
Combustible/flammable spills & leaks			1		1	1				1	1			5
Chemical release, reaction, or toxic condition							1							1
Electrical wiring/equipment problem							1	1			2			4
Service call, other												1		1
Water problem			1	1	1									3
Animal problem or rescue		1												1
Public service assistance		1		1					2	2	3	3		12
Unauthorized burning					1		2	5	5	2	1			16
Cover assignment, standby at fire station, move-up			1	2		1			1					5
Dispatched and canceled en route		5	6	5	3	5	7	10	9	9	10	9	5	83
Wrong location, no emergency found			1		1	1	3				1	1		8
Steam, other gas mistaken for smoke			1											1
EMS call where party has been transported								1						1
HazMat release investigation w/no HazMat		4	2	3	2	2	4			2	1	3		23
False alarm and false call, other											1	2		3
System or detector malfunction		1	2	1		1	1	1	3		2			12
Unintentional system/detector operation (no fire)		3	5	1	1	3	2	3	2	1	3	2		26
Citizen complaint									1	1				2
Total	63	89	26	15	21	33	43	39	37	38	39	15		458

- Fire, other
- Structure Fire
- Mobile property (vehicle) fire
- Natural vegetation fire
- Special outside fire
- Excessive heat, scorch burns with no ignition
- Rescue, emergency medical call (EMS), other
- Medical assist
- Emergency medical service (EMS) incident
- Extrication, rescue
- Rescue or EMS standby
- Combustible/flammable spills & leaks
- Chemical release, reaction, or toxic condition
- Electrical wiring/equipment problem
- Service call, other
- Water problem
- Animal problem or rescue
- Public service assistance
- Unauthorized burning
- Cover assignment, standby at fire station, move-up
- Dispatched and canceled en route
- Wrong location, no emergency found
- Steam, other gas mistaken for smoke
- EMS call where party has been transported
- HazMat release investigation w/no HazMat
- False alarm and false call, other
- System or detector malfunction
- Unintentional system/detector operation (no fire)





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## WATER & SEWER OPERATIONS REPORT

**DATE:** December 15, 2020

**TO:** District Board Members

**FROM:** Brandon Burks, Operations Manager

**SUBJECT:** Operations & Maintenance Report for November 2020 – Information Only

**BACKGROUND:** The following is a discussion of the District’s operations from the month noted above. It also includes the maintenance activities performed by the Operations Department that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.

**DISCUSSION:** Flow Report – November 2020

Water Production:		4.76 MG
Comparison:		0.40 MG less than 2019
Sewer Collection:		4.11 MG
Comparison:		0.79 MG more than 2019
Aquifer Level:	November 30, 2020:	6,179.2'
	November 30, 2019:	6,185.3'
	Highest Recorded:	6,192.0'
	Lowest Recorded:	6,174.0'
Creek Bed Elevation, Well 2:		6,186.9'
Precipitation:	November 2020:	5.24"
	Season to date total:	5.24"
	Season to date average:	9.74"
	% to year to date average:	53.79%

**Flow Report Notes:**

- The *Highest Recorded Aquifer Level* represents a rough average of the highest levels measured in the aquifer during spring melt period.
- The *Lowest Recorded Aquifer Level* is the lowest level recorded in the

aquifer at 6,174.0 feet above mean sea level on October 5, 2001. This level is not necessarily indicative of the total capacity of the aquifer.

- The *Creek Bed Elevation* (per Kenneth Loy, West Yost Associates) near Well 2 is 6,186.9 feet.
- *Precipitation Season Total* is calculated from October 2020 through September 2021.
- The true *Season to date Average* could be higher or lower than the reported value due to the uncertainty of the Old Fire Station precipitation measurement during the period 1994 to 2004.
- In October 2011 the data acquisition point for the aquifer was changed from Well 2 to Well 2R.

### Leaks and Repairs

#### Water

- The District issued 4 leak/high usage notifications.
- Responded to zero after-hours customer service calls.

#### Sewer

- Responded to zero after-hours customer service calls.

### Vehicles and Equipment

#### Vehicles

- Cleaned vehicles and checked inventory.

#### Equipment

- Cleaned equipment.

### Operations and Maintenance Projects

#### 1810 Squaw Valley Road (Old Fire Station)

- Inspected and tested the generator.
- General housekeeping.

#### 305 Squaw Valley Road (Administration and Fire Station Building)

- Inspected and tested the generator.

#### Water System Maintenance

- Two bacteriological tests were taken: one at 410 Forest Glen Road and one at Zone 3 Booster Station; both samples were reported absent.
- Leak detection services performed: two.
- Customer service turn water service on: zero.
- Customer service turn water service off: zero.
- Responded to zero customer service calls with no water.
- Fall flushing of hydrants and blow offs was completed.

## Operation and Maintenance Squaw Valley Mutual Water Company

- Basic services.

## Sewer System Maintenance

- Check for I and I issues.
- Sewer cleaning.

## Telemetry

- The rainfall measurements for the month of November were as follows:  
Nova Lynx 5.24", Squaw Valley Snotel: 5.30".

## Administration

- Monthly California State Water Boards report.
- Adjusted staffing due to COVID-19.

## Services Rendered

- Underground Service Alerts (2)
- Plan Review (0)
- Pre-remodel inspections (0)
- Final inspections (2)
- Fixture count inspections (0)
- Water service line inspections (2)
- Sewer service line pressure test (14)
- Sewer service line inspections (1)
- Sewer main line inspections (0)
- Water quality complaint investigations (0)
- Water Backflow Inspections (0)
- FOG inspections (1)
- Second Unit inspection (0)

## Other Items of Interest

- Training – SDRMA Online class, SDRMA Safety Booklet.

**ATTACHMENTS:** Monthly Water Audit Report

**DATE PREPARED:** December 4, 2020



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## WATER & SEWER OPERATIONS REPORT

**DATE:** November 17, 2020  
**TO:** District Board Members  
**FROM:** Brandon Burks, Operations Manager  
**SUBJECT:** Operations & Maintenance Report for October 2020 – Information Only

**BACKGROUND:** The following is a discussion of the District’s operations from the month noted above. It also includes the maintenance activities performed by the Operations Department that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.

**DISCUSSION:** Flow Report – October 2020

Water Production:		8.25 MG
Comparison:		1.33 MG more than 2019
Sewer Collection:		4.34 MG
Comparison:		0.54 MG more than 2019
Aquifer Level:	October 31, 2020:	6,178.3'
	October 31, 2019:	6,186.4'
	Highest Recorded:	6,192.0'
	Lowest Recorded:	6,174.0'
Creek Bed Elevation, Well 2:		6,186.9'
Precipitation:	October 2020:	0.00"
	Season to date total:	0.00"
	Season to date average:	3.05"
	% to year to date average:	0.00%

**Flow Report Notes:**

- The *Highest Recorded Aquifer Level* represents a rough average of the highest levels measured in the aquifer during spring melt period.
- The *Lowest Recorded Aquifer Level* is the lowest level recorded in the



aquifer at 6,174.0 feet above mean sea level on October 5, 2001. This level is not necessarily indicative of the total capacity of the aquifer.

- The *Creek Bed Elevation* (per Kenneth Loy, West Yost Associates) near Well 2 is 6,186.9 feet.
- *Precipitation Season Total* is calculated from October 2020 through September 2021.
- The true *Season to date Average* could be higher or lower than the reported value due to the uncertainty of the Old Fire Station precipitation measurement during the period 1994 to 2004.
- In October 2011 the data acquisition point for the aquifer was changed from Well 2 to Well 2R.

### Leaks and Repairs

#### Water

- The District issued 11 leak/high usage notifications.
- Responded to zero after-hours customer service calls.

#### Sewer

- Responded to zero after-hours customer service calls.

### Vehicles and Equipment

#### Vehicles

- Cleaned vehicles and checked inventory.

#### Equipment

- Cleaned equipment.

### Operations and Maintenance Projects

#### 1810 Squaw Valley Road (Old Fire Station)

- Inspected and tested the generator.
- General housekeeping.

#### 305 Squaw Valley Road (Administration and Fire Station Building)

- Inspected and tested the generator.

#### Water System Maintenance

- Two bacteriological tests were taken: one at 1810 Squaw Valley Road and one at Resort at Squaw Creek; both samples were reported absent.
- Leak detection services performed: three.
- Customer service turn water service on: zero.
- Customer service turn water service off: zero.
- Responded to zero customer service calls with no water.

Operation and Maintenance Squaw Valley Mutual Water Company

- Basic services.

Sewer System Maintenance

- Check for I and I issues.
- Sewer cleaning.
- System wide manhole inspections.

Telemetry

- The rainfall measurements for the month of October were as follows:  
Nova Lynx 0.00", Squaw Valley Snotel: 0.20".

Administration

- Monthly California State Water Boards report.
- Adjusted staffing due to COVID-19.

Services Rendered

- Underground Service Alerts (27)
- Plan Review (0)
- Pre-remodel inspections (0)
- Final inspections (1)
- Fixture count inspections (0)
- Water service line inspections (2)
- Sewer service line pressure test (8)
- Sewer service line inspections (3)
- Sewer main line inspections (0)
- Water quality complaint investigations (0)
- Water Backflow Inspections (0)
- FOG inspections (0)
- Second Unit inspection (0)

Other Items of Interest

- Training – SDRMA Online class, SDRMA Safety Booklet.

**ATTACHMENTS:** Monthly Water Audit Report

**DATE PREPARED:** November 6, 2020

# Olympic Valley Public Service District - Monthly Water Audit Report

Audit Month: October Report Date: November 17, 2020 Performed By: Brandon Burks  
Year: 2020  
Meter Reader: Jason McGathey Reading begin Date & Time: 10/30/20 9:00 AM  
Reading end Date & Time: 10/30/20 12:00 PM  
Total lag time: 3:00:00  
Begin Audit Period: 10/1/20 12:00 AM  
End Audit Period: 10/30/20 12:00 AM

---

Total Metered Consumption for audit period specified (including hydrant meters): 6,500,172

Additional Consumption - Unmetered  
Fire Department Use: 10,000  
Hydrant Flushing: 55,000  
Blow-Off Flushing: \_\_\_\_\_  
Sewer Cleaning: 15,000  
Street Cleaning: \_\_\_\_\_  
Well Flushing: \_\_\_\_\_  
Tank Overflows: \_\_\_\_\_  
Unread Meter Estimated Reads: \_\_\_\_\_  
Other: \_\_\_\_\_

Total Unmetered Consumption (for audit period specified): 80,000

Estimated Unknown Loss - Unmetered  
Known Theft: \_\_\_\_\_  
Known Illegal Connections: \_\_\_\_\_  
Total Estimated leaks that have been repaired: \_\_\_\_\_  
Total Estimated Unmetered (for audit period specified): \_\_\_\_\_

---

Total Production for audit period specified: 7,954,629

Total Metered/Unmetered Consumption for audit period specified: 6,580,172

**Total Water Loss (Production - Consumption): 1,374,457**

---

**Comments:** The production totals are different than the monthly report due to a different time frame being used.  
The District continues to investigate leaks.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Note - All Production & Consumption Totals In U.S. Gallons \*



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-3  
2 Pages

## ENGINEERING REPORT

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Dave Hunt, District Engineer  
**SUBJECT:** Engineering Report – Information Only

**BACKGROUND:** The discussion section below provides information from the District Engineer on current projects and the department's activities that are not the subject of a separate report. This report is prepared to provide new information and recent progress only.

**DISCUSSION:** Meetings

The District Engineer participated in the following meetings in the last month:

- OVPSD Board Meeting
- Finance Committee Meeting
- Monthly Planning Meeting – Staff
- District Engineer – General Manager Meeting – Weekly
- District Engineer, General Manager, Operations Manager Meeting
- District Engineer, Junior Engineer Meeting – Weekly
- Alterra Base to Base Gondola Project Meeting – Staff, Psomas
- Village at Squaw Valley Specific Plan Development Agreement Meetings – Several, Staff
- Village at Squaw Valley Specific Plan Utility Design Review Meetings – Several, Staff, Psomas
- Sewer Master Plan Condition Assessment meeting – Farr West
- West Tank Recoating Project Meeting – Several, Staff
- VueWorks Annual Conference (attended remotely)

## Projects

### West Tank Recoating Project

- District staff and Farr West Engineering are preparing a Basis of Design Report to address temporary water supply and storage for the project. This includes evaluating water demands, pumping capacities, storage needs, and developing an operational strategy to support domestic and fire demands during construction.
- Farr West and staff are preparing preliminary design documents.
- Construction is scheduled for late summer 2021.

### Sewer System Pipeline and Manhole Rehabilitation Project

- This project includes rehabilitation and/or replacement of approximately 9,000 linear feet of sewer mains, 35 manholes, and District owned lower sewer laterals.
- District staff prepared a comprehensive condition and risk assessment of the entire sewer collection system based on CCTV television inspections and manhole inspections. Farr West Engineering is using this data to prepare a Condition and Risk Assessment Technical Memorandum, which will include a capital replacement plan and cost estimates for the project.
- The planning level cost estimate for this project is approximately \$1.25M and will be funded through the Sewer FARF.

### Engineering Department Activities – On-Going

- VSVSP Development Agreement and Design Review
- Resort at Squaw Creek Phase 2 Infrastructure Improvements – Irrevocable Offer of Dedication
- Carville SFR Project Design Review
- Development Agreement for Carville SFR Project and Painted Rock Waterline Extension Project
- Residential plan reviews and contractor/owner coordination for new and remodel construction
- GIS database updates and Vueworks implementation

**ATTACHMENTS:** None.

**DATE PREPARED:** December 9, 2020



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4  
2 Pages

## ADMINISTRATION & OFFICE REPORT

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Jessica Asher, Board Secretary  
**SUBJECT:** Administration & Office Report – Information Only

**BACKGROUND:** The following is a discussion of office activities and brief status reports regarding administration that are not the subject of a separate report. This report is formatted to provide new information and recent progress only.

**DISCUSSION:** Document Management System (DMS) Project

Nicole Whiteman started as a Temporary Administrative Assistant on October 5<sup>th</sup>, 2020 and is making excellent progress on the DMS project with management from Fabienne Gueissaz and Mike Geary. Nicole is working to scan and electronically file the customer files; out of the estimated 1,300 hard copy files, she has scanned 800 files as of Tuesday, December 15<sup>th</sup> (with the exception of large format prints). She has been using Springbrook and ParcelQuest to verify that the new customer database is accurate. These files will also be reorganized by APN number rather than customer last name.

District Email Correspondence

At the request of the board, staff researched how to better communicate with the community via email. Other agencies in the area use Mailchimp, Constant Contact and CivicPlus. All companies offer similar services; staff decided to use Mailchimp, as it is the only company to offer a free version. Staff will upload all the email addresses from Springbrook (456), the District Distribution List (157) and the 2019 voter data list (267); in total there are 821 unique emails. The website will be updated so people can sign up for email notifications from the District. Staff will update Springbrook as customers submit and update their information on the website.

Board Member Training

Directors Katy Hover-Smoot and Victoria Mercer attended virtual training presented by California Special Districts Association (CSDA) over the past several months. Directors Hover-Smoot and Mercer were able to attend two modules of the Special District Leadership Academy, *The Board's Role in Human Resources*, and

*The Board's Role in Setting Strategic Direction.* Director Mercer also attended two additional modules, *Governance Foundations* and the *Board's Role in Finance and Fiscal Accountability*; thus, completing the first track of the Special District Leadership Academy.

CSDA is scheduled to host an in-person SDLA conference next year in San Diego on April 11-14th, 2021 and in South Lake Tahoe on September 26th-29th. The conference offers a “returning track” for Directors who have already done the initial training and it can be a great way to continue education and meet other Special District Leaders. Let Jessica Asher know if you’d like to register. Scholarships are also often available for these trainings.

2020 Holiday Recognition

Due to the pandemic, the District will not host a holiday party this year. Instead, the District will be presenting gift cards to staff in recognition of their hard work and commitment to providing excellent customer service in 2020.

Year-End Statistics

Much of the District’s administrative work is not the subject of a specific report. Major projects and other prominent issues create a subset of work that is performed “behind the scenes.” Contracts and agreements are often required in support of these issues. There are also Public Records Act requests which require staff to research and compile records in response to these requests. Individual building projects such as new home building and remodels also create an impact on staff workload. Below is a summary table showing the number of contracts & agreements, public records requests, building permits and property sales processed in the past few years.

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Contracts & Agreements	16	18	18	21	18	21	24	15	7	13
Public Records Requests	14	7	0	2	2	4	2	0	1	2
Building Projects – Single Family Residential	33	13	13	2	3	4	1	5	2	1
Building Projects – Remodel/Additions	11	16	15	17	16	12	14	12	8	16
Property Sales (through Sept. 30, 2020)	100	147	99	132	115	71	77	102	101	155

**ATTACHMENTS:** None.

**DATE PREPARED:** December 11, 2020



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-5  
2 Pages

## MANAGEMENT REPORT

**DATE:** December 15, 2020  
**TO:** District Board Members  
**FROM:** Mike Geary, General Manager  
**SUBJECT:** Management Report – Information Only

**BACKGROUND:** The discussion section below provides information from the District’s management on current projects and activities that are not the subject of a separate report. This report is prepared to provide new information and recent progress only.

**DISCUSSION:** The General Manager participated in the following meetings in the last month:

- Direct Reports – weekly with Fire Chief, Finance & Administration Manager, District Engineer, Operations Manager, and Board Secretary
- Finance Committee
- Monthly T-TSA Managers
- Monthly Planning – staff
- Asset Management Seminar – staff and implementation consultant
- Audit presentation – two meetings with staff
- Fire Department Financial Review – four meetings with staff
- Village at Squaw Valley Specific Plan Development Agreement Term Sheets – eight meetings with staff
- Base to Base Gondola Project – orientation with staff and project representatives
- District Name Change – staff
- Operations and Engineering Coordination – staff
- COVID-19 North Lake Tahoe-Truckee Stakeholders – two biweekly meetings
- Sewer Lateral Pressure Test – real estate agent
- Village at Squaw Valley Specific Plan utility planning – staff and project’s design consultants
- Emergency Evacuation Planning – evaluate Jitney Road with Fire Chief
- Commercial Lease - Inn Shop
- Placer CEO / Area Managers Meeting



Management Services Proposal

The Board of Directors for the Alpine Springs County Water District are scheduled to meet on Friday, Dec. 11, 2020 to approve a contract with a new General Manager. The District's proposal to provide management services to ASCWD was not accepted.

**ATTACHMENTS:** None.

**DATE PREPARED:** December 11, 2020.

**AFFIDAVIT OF POSTING**

Name of Meeting(s): Board + Finance

Date of Meeting(s): 12/14/20, 12/15/20

I, J.Asher certify that we (JA/NW) posted the agenda for the above meeting(s) in two (2) conspicuous places located within the boundaries of the Squaw Valley Public Service District. The posting locations were:

1. District Office at 305 Squaw Valley Road (NW) 12/11/20 10:43am
2. Squaw Valley Post Office at 1600 Squaw Valley Road (NW) 10:53 12/11/20 am
3. Online Posting and Distribution (JA) 12/11/20 2:11pm

The posting was accomplished on 12/11/20 at 2:11pm.

I declare under penalty of perjury that the above statements are true and correct.

Executed at Olympic Valley, California on 12/15/20.

J Asher  
\_\_\_\_\_  
Jessica Asher, Board Secretary