

# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## BOARD OF DIRECTORS MEETING AGENDA

Tuesday, March 29, 2022, at 8:30 A.M.

305 Olympic Valley Road, Community Room, Olympic Valley, CA

Finance Committee on Monday, March 28, 2022, at 3:00 P.M.

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

305 Olympic Valley Road, Room 212, Olympic Valley, CA

Public comments will be accepted by the Board in-person until the close of public comment on each item. Comments may also be submitted to the Board Secretary at [info@ovpsd.org](mailto:info@ovpsd.org) or by mail at P.O. Box 2026, Olympic Valley, California 96146. The final mail and e-mail collection will be the day before the meeting at 2:00 p.m. The public will be allowed to speak on any agenda item as it is considered, which may not be taken in the order stated herein. Times, where provided, are approximate only. The District's Board of Directors may take formal action on any 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.

**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 Olympic Valley Design Review  | B-8 Tahoe Truckee Sanitation Agency    |
| B-4 Olympic 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.

- C-1 Recognition of Service – 10 years – Kurt Gooding, Engineer – Paramedic

**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 the 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 Bike Trail Snow Removal, Revenue vs. Expenditure
- D-8 T-TSD Payment – 3<sup>rd</sup> Quarter
- D-9 Progress Payment – Springbrook – Cloud Upgrade
- D-10 Progress Payment – Farr West Engineering – Pressure Zone 1A Project
- D-11 Progress Payment – Farr West Engineering – West Tank Recoating Project
- D-12 Progress Payment – Farr West Engineering – Hidden Lake Water and Sewer Replacement Project
- D-13 Progress Payment – Badger Meter – Water Meter Replacement Project
- D-14 Progress Payment – Feather River Forestry – Professional Forestry Services
- D-15 Progress Payment – Sierra Controls – SCADA Server Replacement Project

**E. Approve Minutes.**

- E-1 Minutes for the Regular Board of Directors meeting of February 22, 2022.

**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 Fuels Management Program.**  
Information Only: Review item and accept public comment.
- F-2 Granite View Project.**  
Information Only: Review item and accept public comment.
- F-3 First Draft of FY 2022-2023 Budget and Rates.**  
Information Only: Review item and accept public comment.
- F-4 Fire Department Annual Report.**  
Information Only: Review item and accept public comment.
- F-5 Adopt Resolution 2022-08 Acknowledging Receipt of Annual Fire Inspection Services Required by the California Health & Safety Code.**  
Proposed Action: Review item, accept public comment and Adopt Resolution 2022-08.
- 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 2022-09.

- F-7 SCADA Server Purchase.**  
Proposed Action: Review item, accept public comment, approve purchase of SCADA Server from Sierra Controls in an amount not-to-exceed \$20,000, and authorize the General Manager to execute contractual documents.
- F-8 Zone Three Booster Pump Station Portable Generator Purchase.**  
Proposed Action: Review item, accept public comment, approve purchase of the Zone Three Booster Pump Station Portable Generator from Smith Power Products, Inc. in an amount not-to-exceed \$41,300, and authorize the General Manager to execute contractual documents as needed.
- F-9 Award Contract – West Tank Recoating Project.**  
Proposed Action: Review item, accept public comment, approve contract with Olympus and Associates, Inc. in an amount not-to-exceed \$364,750, and authorize the General Manager to execute contractual documents.
- F-10 Resolution 2022-10 “Adopting Revisions to the Water Standard Details.”**  
Proposed Action: Review item, accept public comment, and adopt Resolution 2022-10.
- F-11 Residential Garbage Service Contract for FY 2022-2023.**  
Proposed Action: Review item, accept public comment and adopt Resolution 2022-11 awarding the garbage collection contract to Tahoe Truckee Sierra Disposal Company and authorizing execution of the agreement.
- F-12 Residential Green Waste Dumpster Rental Rebate Program.**  
Proposed Action: Review item, accept public comment and adopt Resolution 2022-12 authorizing the District to implement a rebate program for the rental of six-yard green waste dumpsters from May 1, 2022, through October 31, 2022.
- F-13 Terminate Short-Term Rental (STR) Life-Safety Inspections Memorandum of Understanding (MOU)**  
Proposed Action: Review item, accept public comment, and terminate MOU pursuant to Section 11.m (General Provisions/Termination).
- F-14 Placer County Local Area Formation Commission (LAFCo) Call for Nominations.**  
Proposed Action: Review item, accept public comment, and nominate a candidate if desired.
- F-15 Resolution 2022-13 “Adopting Revisions to the Personnel Policies and Procedures Manual (PP&PM).”**  
Proposed Action: Review item, accept public comment, and adopt Resolution 2022-13.

**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. Closed Session – Performance Evaluation of General Manager.**

The Board will meet in Closed Session pursuant to Government Code §54957 et al regarding the performance evaluation of the General Manager.

**I. Closed Session – District Labor Negotiations.**

The Board will meet in Closed Session pursuant to Government Code §54957 et al regarding District labor negotiations.

Conference with District Labor Negotiator: Michael Geary

Employee Organization: IUOE Stationary Engineers Local 39 for Operations Department Personnel to discuss salaries, salary schedules, or compensation paid in the form of benefits.

**J. Possible Action from Closed Session.**

**K. Adjourn.**

**PURPOSE STATEMENT**

The Olympic Valley Public Service District's purpose is to assume leadership in providing high-quality public services needed by the community.

**MISSION STATEMENT**

Olympic Valley Public Service District serves full-time and part-time residents, businesses, employees, and visitors in Olympic Valley. The mission is to provide leadership in maintaining and advocating for needed, high-quality and financially sound community services for the Valley. These include, but are not limited to water, emergency services, and sewer and garbage collection. The District will conduct its operations in a cost effective, conservation-minded, and professional manner, consistent with the desires of the community while protecting natural resources and the environment.



## **T-TSA BOARD MEETING SUMMARY**

02/22/2022 Special BOD Meeting & 03/16/2022 Regular BOD Meeting

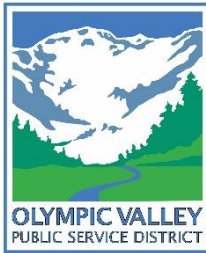
- 1) **The February 22, 2022 T-TSA Special Board meeting and March 16, 2022 Regular Board meeting were both held via Zoom videoconference:**
  - a) 2/22/2022 Meeting Video: <http://video.ttsa.us/video/BOD02-22-2022.mp4>
  - b) 3/16/2022 Meeting Video: <http://video.ttsa.us/video/BOD03-16-2022.mp4>
- 2) **Public Comment (provided during Public Comment or Agenda items).**
  - a) Pippin Mader
  - b) Jane Davis
- 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.
    - Caustic continues to be added to the final effluent to maintain a 7.0 pH set point.
    - A Water Information Management System (WIMS) software program has been selected.
  - c) Laboratory Report:
    - The Laboratory Information Management System (LIMS) needs assessment has been completed.
    - Staff continue preparation of the Laboratory Quality Manual and other documentation in accordance with the NELAC Institute (TNI) standards.
    - The Agency expects TNI compliance by end of calendar year.
  - d) Capital Projects Report:

Agency staff continued working on the following Projects:

• Master Sewer Plan.	• 2022 Filter Influent Condition Assessment.
• Digestion Improvements Study.	• 2022 Plant Coating.
• 2020 Headworks Improvements.	• 2022 Plant Improvements
• 2021 Chlorine Scrubber Improvements.	• 2022 Roof Repair.
• 2022 Digital Scanning of Sewer Lines.	• 2022 Sewer Manhole Adjustment.
• 2022 Control Room Upgrades.	
  - e) Other Items Report:
    - The Board approved the 2022 COVID-19 Supplemental Paid Sick Leave (SPSL) Policy.
    - The Board awarded the 2022 Plant Coating project to F.D. Thomas, Inc.
    - The Board approved the solicitation of bids for the 2022 Plant Improvements project.
    - The Board approved the purchase of a variable frequency drive for the Multi Purpose Pump Station.
    - The Board approved an updated NFPA 70E Arch Flash Study.
    - The February 22<sup>nd</sup> Special Board of Directors meeting and the March 7<sup>th</sup> Finance Committee meeting were held in accordance with AB 361.
    - The Board gave staff direction to obtain a proposal from HDR Engineering to perform Agency Sewer Service Charge and Connection Fee studies.
    - The Board requested the April 2022 Board of Directors meeting be held in person.

**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>February 2022</i> OVPSD Daily Flow MG	OVPSD 7 day Avg Flow MGD	OVPSD Peak Flow MGD
02/01/2022	0.239	0.296	0.414
02/02/2022	0.215	0.292	0.338
02/03/2022	0.240	0.289	0.510
02/04/2022	0.268	0.284	0.525
02/05/2022	0.414	0.283	0.815
02/06/2022	0.361	0.285	0.755
02/07/2022	0.241	0.283	0.523
02/08/2022	0.231	0.282	0.394
02/09/2022	0.242	0.285	0.780
02/10/2022	0.295	0.293	0.713
02/11/2022	0.345	0.304	0.759
02/12/2022	0.461	0.311	0.782
02/13/2022	0.376	0.313	0.773
02/14/2022	0.288	0.320	0.732
02/15/2022	0.249	0.322	0.467
02/16/2022	0.260	0.325	0.477
02/17/2022	0.281	0.323	0.754
02/18/2022	0.343	0.323	0.727
02/19/2022	0.485	0.326	0.810
02/20/2022	0.488	0.342	0.815
02/21/2022	0.483	0.370	0.792
02/22/2022	0.418	0.394	0.774
02/23/2022	0.409	0.415	0.760
02/24/2022	0.423	0.436	0.764
02/25/2022	0.429	0.448	0.764
02/26/2022	0.456	0.444	0.852
02/27/2022	0.347	0.424	0.778
02/28/2022	0.262	0.392	0.731
SUMMARY			
AVG	0.341	0.336	0.681
MAX	0.488	0.448	0.852
MIN	0.215	0.282	0.338



**OLYMPIC VALLEY  
PUBLIC SERVICE DISTRICT**



**This Certificate Is Issued To**

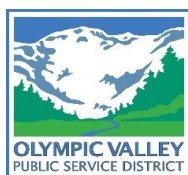
**KURT GOODING**

**In Recognition of 10 Years of Employment  
With the Olympic Valley Fire Department**

**Presented by Dale Cox, President of the Board of Directors**

**On March 29, 2022**

***Gift Card Award of \$200***



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
Operating Account Check Register  
March 31, 2022



**Check Register for Board Packet:**

Check #	Check Date	Name	Module	Amount
49800	2/22/2022	AT&T	AP	1,095.84
49801	2/22/2022	CAL FIRE	AP	7,919.41
49802	2/22/2022	California Rural Water Assoc.	AP	857.00
49803	2/22/2022	Canon Financial Services, Inc.	AP	148.58
49804	2/22/2022	Capitol Elevator Company, Inc.	AP	264.00
49805	2/22/2022	Cranmer Engineering, Inc.	AP	105.00
49806	2/22/2022	Farr West Engineering	AP	11,784.50
49807	2/22/2022	Fisher Scientific	AP	37.20
49808	2/22/2022	Konica Minolta Business Solutions USA, Inc.	AP	98.06
49809	2/22/2022	Life Assist	AP	121.86
49810	2/22/2022	North Lake Tahoe Fire	AP	340.00
49811	2/22/2022	Professional Communications	AP	42.40
49812	2/22/2022	Springbrook Holding Co LLC.	AP	8,368.25
49813	2/22/2022	Standard Insurance Company	AP	4,147.00
49814	2/22/2022	SWRCB-DWOCF	AP	100.00
49815	2/22/2022	U.S. Bank Corp Payment System	AP	9,289.90
49816	2/22/2022	U.S. Bank Corp Payment System	AP	5,089.52
49817	2/22/2022	Western Nevada Supply Co.	AP	1,862.76
49818	2/22/2022	Zoll Medical Corporation	AP	305.66
49819	3/10/2022	Adobe Systems Incorporated	AP	1,223.28
49820	3/10/2022	Alpine Lock & Key, Inc	AP	220.00
49821	3/10/2022	Jessica Asher	AP	112.82
49822	3/10/2022	AT&T Mobility	AP	13.80
49823	3/10/2022	AT&T Mobility	AP	22.18
49824	3/10/2022	Atomic Printing	AP	1,565.85
49825	3/10/2022	John Bergmann	AP	889.24
49826	3/10/2022	Boss Signs LLC.	AP	689.14
49827	3/10/2022	CAL FIRE	AP	7,894.64
49828	3/10/2022	Capitol Elevator Company, Inc.	AP	792.00
49829	3/10/2022	Carrier Corporation	AP	18,420.17
49830	3/10/2022	Coffee Connexion	AP	170.00
49831	3/10/2022	Angela M Costamagna	AP	675.00
49832	3/10/2022	Cranmer Engineering, Inc.	AP	105.00
49833	3/10/2022	CWEA Renewal	AP	192.00
49834	3/10/2022	Engineered Fire Systems, INC.	AP	200.00
49835	3/10/2022	Hunt & Sons, Inc.	AP	2,141.73
49836	3/10/2022	Hunt Propane, Inc.	AP	11,815.41
49837	3/10/2022	Independent Technologies	AP	603.26
49838	3/10/2022	LEXIPOL LLC	AP	5,799.60
49839	3/10/2022	Liberty Utilities	AP	10,582.32
49840	3/10/2022	Life Assist	AP	467.33
49841	3/10/2022	Municipal Maintenance	AP	988.57
49842	3/10/2022	O'Reilly Auto Parts	AP	386.45
49843	3/10/2022	PORAC	AP	107.25
49844	3/10/2022	Professional Communications	AP	42.40



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
 Operating Account Check Register  
 March 31, 2022



**Check Register for Board Packet:**

Check #	Check Date	Name	Module	Amount
49845	3/10/2022	Ray Morgan Company	AP	18.91
49846	3/10/2022	Michael A. Ross	AP	407.75
49848	3/10/2022	Nicole Smola	AP	380.59
49849	3/10/2022	Springbrook Holding Co LLC.	AP	1.00
49850	3/10/2022	Springbrook National Users Group, Inc	AP	100.00
49851	3/10/2022	Squaw Valley Business Association	AP	3,000.00
49852	3/10/2022	Standard Insurance Company	AP	438.91
49853	3/10/2022	Standard Insurance Company	AP	504.20
49854	3/10/2022	Tahoe Truckee Sierra Disposal	AP	252.36
49855	3/10/2022	Thatcher Company, Inc.	AP	4,390.80
49856	3/10/2022	Thomas S Archer	AP	2,425.00
49857	3/10/2022	Verizon Wireless	AP	593.80
49858	3/10/2022	Verizon Wireless	AP	522.16
49859	3/10/2022	Vincent Communications, Inc.	AP	295.48
49860	3/10/2022	Western Nevada Supply Co.	AP	628.38
49865	3/18/2022	LINA	AP	168.56
49866	3/18/2022	LINA	AP	95.09

Note: Checks 49847, 49861-49864 has been voided

**132,319.37**

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**Electronic / ACH Payments**

3/4/2022	CalPERS March Medical Insurance	37,842.42
3/4/2022	EMPOWER 457 Payment	4,817.31
3/4/2022	Union Dues	414.87
3/4/2022	BRI- Café Plan Payment	1,214.23
3/4/2022	CalPERS 457 Payment	1,784.94
3/4/2022	CalPERS Pension Payment	29,353.23
3/4/2022	Kansas City Life	3,338.97
3/4/2022	Payroll Taxes	47,259.27
3/4/2022	Payroll Direct Deposits	91,731.15
3/4/2022	BPAS- Bi-weekly HRA	1,733.14
3/18/2022	EMPOWER 457 Payment	4,817.31
3/18/2022	Union Dues	414.87
3/18/2022	BRI- Café Plan Payment	1,214.23
3/18/2022	CalPERS 457 Payment	1,784.94
3/18/2022	CalPERS Pension Payment	28,858.75
3/18/2022	Payroll Taxes	50,531.72
3/18/2022	Payroll Direct Deposits	89,787.95
3/18/2022	BPAS- Bi-weekly HRA	1,733.14

**398,632.44**

**Total Cash Disbursements**

**530,951.81**



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
REVENUES & EXPENDITURES  
February 28, 2022



	ENTERPRISE OPERATIONS						CONSOLIDATED				YTD Prior Year Feb-21	Over/ (under) from PY			
	Water Actual YTD Feb-22	Water Budget YTD Feb-22	Over/(under) YTD	Sewer Actual YTD Feb-22	Sewer Budget YTD Feb-22	Over/ (under) YTD	Garbage Actual YTD Feb-22	Garbage Budget YTD Feb-22	Over/ (under) YTD	Actual YTD			Total Budget	Remaining Budget	YTD % to Budget
Rate Revenue	2,038,557	2,034,492	4,065	1,436,988	1,429,608	7,380	296,827	294,120	2,707	3,772,373	3,758,220	(14,153)	100.4%	3,672,412	99,960
Tax Revenue	6,667	6,667	-	6,667	6,667	-	-	-	-	13,333	20,000	6,667	66.7%	13,333	0
Rental Revenue	21,333	21,100	233	21,333	21,100	233	-	-	-	42,666	63,299	20,633	67.4%	42,510	155
Bike Trail	14,637	14,636	1	14,637	14,636	1	-	-	-	29,274	46,000	16,726	63.6%	29,274	-
Mutual Water Company	73,112	74,899	(1,788)	-	-	-	-	-	-	73,112	112,349	39,237	65.1%	64,877	8,234
Billable Wages & Capital Labor	44,200	32,060	12,140	15,805	16,030	(225)	-	-	-	60,005	72,132	12,127	83.2%	40,416	19,589
Grants	584	-	584	584	-	584	-	-	-	1,168	-	(1,168)	0.0%	1,657	(488)
Administration	7,783	35,753	(27,970)	7,783	35,753	(27,970)	-	-	-	15,566	107,259	91,693	14.5%	11,303	4,263
<b>Total Revenue</b>	<b>2,206,872</b>	<b>2,219,607</b>	<b>(12,735)</b>	<b>1,503,797</b>	<b>1,523,794</b>	<b>(19,997)</b>	<b>296,827</b>	<b>294,120</b>	<b>2,707</b>	<b>4,007,497</b>	<b>4,179,259</b>	<b>171,762</b>	<b>95.9%</b>	<b>3,875,783</b>	<b>131,713</b>
Salaries & Wages	478,230	492,640	(14,410)	410,157	473,667	(63,510)	3,046	-	3,046	891,432	1,449,461	558,029	61.5%	967,943	(76,510)
Employee Benefits	213,980	238,103	(24,123)	202,357	229,772	(27,415)	757	-	757	417,093	808,832	391,739	51.6%	755,285	(38,192)
Billable Wages & Capital Labor	44,200	32,060	12,140	15,805	16,030	(225)	-	-	-	60,005	72,132	12,127	83.2%	40,416	19,589
Materials & Supplies	37,129	45,167	(8,038)	7,596	8,500	(904)	-	-	-	44,724	80,500	35,776	55.6%	41,411	3,314
Maintenance Equipment	4,173	16,100	(11,927)	2,441	6,433	(3,993)	-	-	-	6,614	33,800	27,186	19.6%	18,803	(12,190)
Facilities: Maintenance & Repairs	13,012	31,389	(18,377)	11,564	12,422	(858)	-	-	-	24,576	65,716	41,140	37.4%	18,100	6,476
Training & Memberships	9,089	10,200	(1,111)	7,715	8,333	(619)	-	-	-	16,803	27,800	10,997	60.4%	14,150	2,654
Vehicle Repair/Maintenance	11,084	12,000	(916)	11,185	12,000	(815)	-	-	-	22,268	36,000	13,732	61.9%	23,453	(1,185)
Garbage Contract	-	-	-	-	-	-	199,164	195,007	4,157	199,164	292,510	93,346	68.1%	181,463	17,700
Board Expenses	12,769	17,283	(4,514)	12,769	17,283	(4,514)	-	-	-	25,538	51,850	26,312	49.3%	25,241	297
Consulting	21,607	87,447	(65,839)	21,607	87,447	(65,839)	-	-	-	43,215	262,340	219,126	16.5%	61,523	(18,308)
Insurance	22,167	21,587	580	22,167	21,587	580	-	-	-	44,333	64,760	20,427	68.5%	45,027	(694)
Rents/Licenses & Permits	15,729	14,665	1,064	15,729	14,665	1,064	-	-	-	31,458	43,994	12,536	71.5%	31,076	382
Office Expenses	16,545	21,690	(5,145)	16,545	21,690	(5,145)	-	-	-	33,091	65,070	31,979	50.9%	28,014	5,077
Travel, Meetings & Recruitment	3,609	5,100	(1,491)	3,609	5,100	(1,491)	-	-	-	7,218	15,300	8,082	47.2%	3,342	3,876
Utilities	59,919	61,302	(1,383)	24,779	28,182	(3,403)	-	-	-	84,698	134,226	49,528	63.1%	88,374	(3,676)
Park & Bike Trail	7,314	7,000	314	7,314	7,000	314	-	-	-	14,628	21,000	6,372	69.7%	8,916	5,712
Interest & Misc	9,251	9,786	(535)	9,251	9,786	(535)	-	-	-	18,502	29,357	10,855	63.0%	20,771	(2,269)
Transfer to/from Capital Resv	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
<b>Total Expenses</b>	<b>979,806</b>	<b>1,123,517</b>	<b>(143,711)</b>	<b>802,589</b>	<b>979,897</b>	<b>(177,308)</b>	<b>202,966</b>	<b>195,007</b>	<b>7,959</b>	<b>1,985,361</b>	<b>3,554,648</b>	<b>1,569,287</b>	<b>55.9%</b>	<b>2,373,306</b>	<b>(387,945)</b>
<b>Operating Surplus (Deficit)</b>	<b>1,227,067</b>	<b>1,096,090</b>	<b>130,977</b>	<b>701,208</b>	<b>543,897</b>	<b>157,311</b>	<b>93,862</b>	<b>99,113</b>	<b>(5,252)</b>	<b>2,022,136</b>	<b>624,611</b>			<b>1,502,477</b>	<b>519,659</b>
Depreciation	213,405	217,177	(3,772)	213,405	217,177	(3,772)	-	-	-	426,810	651,531	224,721	65.5%	412,753	14,057
<b>Net Surplus (Deficit)</b>	<b>1,013,662</b>	<b>878,913</b>	<b>134,749</b>	<b>487,803</b>	<b>326,720</b>	<b>161,083</b>	<b>93,862</b>	<b>99,113</b>	<b>(5,252)</b>	<b>1,595,326</b>	<b>(26,920)</b>			<b>1,089,724</b>	<b>505,602</b>

66.7% of the Budgeted Year Expended

**Highlights**

- **Revenue** year to date is at \$4 million. This is an increase of PY by approximately \$132K. This is mostly due to rate revenue and increased time spent on capital projects.

- **Salaries & Wages** are under budget due to staff shortages.

Billable wages are reimbursable. Capital labor relates to capital projects and are not expensed. Active projects are the Meter Replacements, West Take Recoat, and Pressure Zone 1A.

- **Materials and Supplies** relates primarily to caustic soda purchases.

- **Vehicle Repair/Maintenance** is seeing increasing crude oil prices.

- **Rents/Licenses & Permits** consists of bank fees as well as many contracts such as accounting software, CSDA, Vueworks and the Konica copier. Bank fees are higher early in the year due to credit card payments from bills.

- **Interest & Misc** consists of interest due on the building loan. The loan will be paid off in 2028.

- In total we are 67% through the year. Revenues are at 96% of the budget and expenses are at 56%. Compared to PY at this time, our net surplus is \$506K higher, mostly due to additional rate revenue and no additional UAL payment.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
ENTERPRISE BALANCE SHEET  
February 28, 2022



	Balance Feb-22	Balance Jan-22	Change Prior Month	Balance Feb-21	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	679,616	661,217	18,400	703,503	(23,886)
Accounts Receivable	170,187	203,497	(33,310)	114,648	55,540
Prepaid Expenses	73,906	89,615	(15,709)	279,318	(205,412)
<b>Total Current Assets</b>	<b>923,710</b>	<b>954,329</b>	<b>(30,619)</b>	<b>1,097,468</b>	<b>(173,758)</b>
<b>Noncurrent Assets</b>					
Open Projects	871,441	857,433	14,008	604,806	266,635
Property, Plant, & Equipment	27,269,427	27,269,427	-	27,504,737	(235,311)
Accumulated Depreciation	(18,036,158)	(17,982,807)	(53,351)	(17,938,034)	(98,125)
Intercompany	1,362,561	1,546,258	(183,697)	1,229,582	132,979
<b>Total Noncurrent Assets</b>	<b>11,467,271</b>	<b>11,690,311</b>	<b>(223,041)</b>	<b>11,401,092</b>	<b>66,179</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	1,861,604	1,861,604	-	1,943,579	(81,975)
Deferred Outflows - OPEB	127,635	127,635	-	44,269	83,365
<b>Total Deferred Outflows</b>	<b>1,989,238</b>	<b>1,989,238</b>	<b>-</b>	<b>1,987,848</b>	<b>1,390</b>
<b>Total Assets</b>	<b>14,380,219</b>	<b>14,633,879</b>	<b>(253,660)</b>	<b>14,486,408</b>	<b>(106,189)</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	554	35,799	(35,245)	633	(80)
Accrued Expenses	250,994	217,877	33,117	239,107	11,887
Payroll Liabilities	314,789	298,486	16,303	320,608	(5,819)
Current Portion-Building loan	97,265	97,265	-	94,130	3,135
<b>Total Current Liabilities</b>	<b>663,603</b>	<b>649,426</b>	<b>14,176</b>	<b>654,479</b>	<b>9,123</b>
<b>Long-Term Liabilities</b>					
Building & Land Loans	655,510	655,510	-	752,775	(97,265)
PERS LT Liability	1,514,037	1,514,037	-	2,351,163	(837,126)
Other Post Employment Benefits	542,563	542,563	-	408,271	134,292
<b>Total LT Liabilities</b>	<b>2,712,110</b>	<b>2,712,110</b>	<b>-</b>	<b>3,512,209</b>	<b>(800,099)</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	828,660	828,660	-	418,918	409,742
Deferred Inflows - OPEB	8,653	8,653	-	10,032	(1,379)
<b>Total Deferred Inflows</b>	<b>837,313</b>	<b>837,313</b>	<b>-</b>	<b>428,950</b>	<b>408,363</b>
<b>Total Liabilities</b>	<b>4,213,025</b>	<b>4,198,849</b>	<b>14,176</b>	<b>4,595,638</b>	<b>(382,613)</b>
<b>NET POSITION</b>					
Investment in Capital Assets	8,571,868	8,571,868	-	8,801,046	(229,178)
Current Year Net Income	1,595,326	1,863,162	(267,836)	1,089,724	505,602
<b>Total Net Position</b>	<b>10,167,194</b>	<b>10,435,030</b>	<b>(267,836)</b>	<b>9,890,770</b>	<b>276,424</b>
<b>Total Liabilities and Net Position</b>	<b>14,380,219</b>	<b>14,633,879</b>	<b>(253,660)</b>	<b>14,486,408</b>	<b>(106,189)</b>



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
REVENUES & EXPENDITURES  
February 28, 2022



FIRE DEPARTMENT OPERATIONS

	Actual YTD Feb-22	Budget YTD Feb-22	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Feb-21	Over/ (under) to PY
Rate Revenue	-	-	\$ -		\$ -	0.0%	-	\$ -
Tax Revenue	\$ 2,479,196	\$ 2,479,196	\$ -	\$ 3,718,794	\$ 1,239,598	66.7%	\$ 2,424,625	\$ 54,571
Strike Team/ /Station 22 Revenue	\$ 368,246	\$ -	\$ 368,246	\$ -	\$ -	0.0%	\$ 463,889	\$ (95,643)
Rental Revenue	\$ 21,014	\$ 21,100	\$ (86)	\$ 31,650	\$ 10,636	66.4%	\$ 20,938	\$ 77
Inspections	\$ 15,287	\$ 6,667	\$ 8,620	\$ 10,000	\$ (5,287)	152.9%	\$ 20,093	\$ (4,806)
Administration	\$ 628	\$ 6,718	\$ (6,090)	\$ 10,077	\$ 9,449	6.2%	\$ 474	\$ 154
<b>Total Revenue</b>	<b>\$ 2,884,372</b>	<b>\$ 2,513,681</b>	<b>\$ 370,691</b>	<b>\$ 3,770,521</b>	<b>\$ 1,254,396</b>	<b>76.5%</b>	<b>\$ 2,930,018</b>	<b>\$ (45,646)</b>
Salaries & Wages	\$ 1,123,968	\$ 1,134,828	\$ (10,860)	\$ 1,702,242	\$ 578,274	66.0%	\$ 1,100,284	\$ 23,684
Employee Benefits	\$ 875,837	\$ 902,456	\$ (26,619)	\$ 1,353,684	\$ 477,847	64.7%	\$ 781,711	\$ 94,127
Billable Wages & Benefits	\$ 220,307	\$ -	\$ 220,307	\$ -	\$ -	0.0%	\$ 255,564	\$ (35,257)
Admin Salaries & Benefits	\$ 214,041	\$ 221,112	\$ (7,071)	\$ 331,668	\$ 117,627	64.5%	\$ 268,762	\$ (54,721)
Materials & Supplies	\$ 14,617	\$ 19,750	\$ (5,133)	\$ 29,625	\$ 15,008	49.3%	\$ 26,752	\$ (12,135)
Maintenance Equipment	\$ 10,185	\$ 14,733	\$ (4,549)	\$ 22,100	\$ 11,915	46.1%	\$ 8,311	\$ 1,874
Facilities: Maintenance & Repairs	\$ 17,142	\$ 18,333	\$ (1,191)	\$ 27,500	\$ 10,358	62.3%	\$ 9,909	\$ 7,233
Training & Memberships	\$ 13,010	\$ 24,667	\$ (11,657)	\$ 37,000	\$ 23,990	35.2%	\$ 8,960	\$ 4,050
Vehicle Repair/Maintenance	\$ 24,527	\$ 16,867	\$ 7,660	\$ 25,300	\$ 773	96.9%	\$ 14,948	\$ 9,579
Board Expenses	\$ 8,513	\$ 11,509	\$ (2,996)	\$ 17,263	\$ 8,750	49.3%	\$ 8,230	\$ 282
Consulting	\$ 17,975	\$ 50,693	\$ (32,719)	\$ 76,040	\$ 58,065	23.6%	\$ 13,845	\$ 4,129
Insurance	\$ 26,770	\$ 32,777	\$ (6,007)	\$ 49,166	\$ 22,396	54.4%	\$ 30,384	\$ (3,613)
Rents/Licenses & Permits	\$ 21,537	\$ 50,733	\$ (29,196)	\$ 76,099	\$ 54,562	28.3%	\$ 29,973	\$ (8,436)
Office Expenses	\$ 12,877	\$ 16,280	\$ (3,403)	\$ 24,420	\$ 11,543	52.7%	\$ 7,627	\$ 5,251
Travel, Meetings & Recruitment	\$ 7,455	\$ 10,067	\$ (2,612)	\$ 15,100	\$ 7,645	49.4%	\$ 4,100	\$ 3,355
Utilities	\$ 31,640	\$ 39,537	\$ (7,897)	\$ 59,306	\$ 27,666	53.4%	\$ 36,419	\$ (4,779)
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 2,640,401</b>	<b>\$ 2,564,342</b>	<b>\$ 76,059</b>	<b>\$ 3,846,513</b>	<b>\$ 1,426,419</b>	<b>68.6%</b>	<b>\$ 2,605,778</b>	<b>\$ 34,623</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ 243,971</b>	<b>\$ (50,661)</b>	<b>\$ 294,632</b>	<b>\$ (75,992)</b>			<b>\$ 324,240</b>	<b>\$ (80,269)</b>
Depreciation	\$ 158,788	\$ 158,056	\$ 732	\$ 237,084	\$ 78,296	67.0%	\$ 155,984	\$ 2,805
<b>Net Surplus (Deficit)</b>	<b>\$ 85,182</b>	<b>\$ (208,717)</b>	<b>\$ 293,900</b>	<b>\$ (313,076)</b>			<b>\$ 168,256</b>	<b>\$ (83,074)</b>

66.7% of the Budgeted Year Expended

**Highlights**

- Revenue** is at \$2.9M for the year. This is over plan by \$371K, and \$46K less than prior year, due mostly to fewer 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 third of the administration salaries are allocated to the Fire Department.
- Vehicle Repair/Maint** includes new tires for the engine (\$2.3K), B21 repairs (\$2.5K), and annual vehicle maintenance check-ups (\$8.7K)
- In total we are 67% through the year. Revenues are at 77% of the budget and expenses are at 68%.
- Compared to PY at this time, our net surplus is \$83K less, mostly due to fewer strike teams.





**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**GOVERNMENTAL BALANCE SHEET**  
 February 28, 2022



	Balance Feb-22	Balance Jan-22	Change Prior Month	Balance Feb-21	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	-	-	-	-	-
Accounts Receivable	(10,000)	(10,200)	200	275,172	(285,172)
Prepaid Expenses	212,929	260,141	(47,212)	220,993	(8,064)
<b>Total Current Assets</b>	<b>202,929</b>	<b>249,941</b>	<b>(47,012)</b>	<b>496,165</b>	<b>(293,236)</b>
<b>Noncurrent Assets</b>					
Open Projects	12,490	12,490	-	5,887	6,602
Property, Plant, & Equipment	8,255,676	8,255,676	-	8,192,929	62,747
Accumulated Depreciation	(3,693,094)	(3,673,245)	(19,849)	(3,474,564)	(218,529)
Intercompany	983,858	988,226	(4,368)	600,082	383,776
<b>Total Noncurrent Assets</b>	<b>5,558,929</b>	<b>5,583,146</b>	<b>(24,217)</b>	<b>5,324,334</b>	<b>234,596</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	1,324,288	1,324,288	-	1,390,445	(66,156)
Deferred Outflows - OPEB	136,289	136,289	-	41,757	94,532
<b>Total Deferred Outflows</b>	<b>1,460,577</b>	<b>1,460,577</b>	<b>-</b>	<b>1,432,201</b>	<b>28,376</b>
<b>Total Assets</b>	<b>7,222,435</b>	<b>7,293,664</b>	<b>(71,228)</b>	<b>7,252,700</b>	<b>(30,264)</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	7,895	51,822	(43,927)	(910)	8,805
Accrued Expenses	-	-	-	-	-
Payroll Liabilities	471,138	472,440	(1,303)	468,408	2,729
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>479,032</b>	<b>524,262</b>	<b>(45,230)</b>	<b>467,498</b>	<b>11,534</b>
<b>Long-Term Liabilities</b>					
Building and Land Loans	-	-	-	-	-
PERS LT Liability	3,092,126	3,092,126	-	2,939,480	152,646
Other Post Employment Benefits	443,915	443,915	-	334,040	109,875
<b>Total LT Liabilities</b>	<b>3,536,041</b>	<b>3,536,041</b>	<b>-</b>	<b>3,273,520</b>	<b>262,521</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	185,848	185,848	-	284,305	(98,457)
Deferred Inflows - OPEB	14,814	14,814	-	16,369	(1,555)
<b>Total Deferred Inflows</b>	<b>200,662</b>	<b>200,662</b>	<b>-</b>	<b>300,674</b>	<b>(100,012)</b>
<b>Total Liabilities</b>	<b>4,215,735</b>	<b>4,260,965</b>	<b>(45,230)</b>	<b>4,041,692</b>	<b>174,044</b>
<b>NET POSITION</b>					
Investment in Capital Assets	2,921,518	2,921,518	-	3,042,752	(121,234)
Current Year Net Income	85,182	111,181	(25,998)	168,256	(83,074)
<b>Total Net Position</b>	<b>3,006,700</b>	<b>3,032,698</b>	<b>(25,998)</b>	<b>3,211,008</b>	<b>(204,308)</b>
<b>Total Liabilities and Net Position</b>	<b>7,222,435</b>	<b>7,293,664</b>	<b>(71,228)</b>	<b>7,252,700</b>	<b>(30,264)</b>



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
REVENUES & EXPENDITURES  
February 28, 2022



**CAPITAL RESERVES OPERATIONS**

	YTD Actual Feb-22	YTD Budget Feb-22	Over/ (under) to Budget	Annual Budget	Remaining Budget	YTD % to Budget	YTD Prior Yr Feb-21	Over/ (under) to Prior Yr
Connection Fees	348,046	71,000	277,046	106,500	(241,546)	326.8%	449,691	(101,645)
Placer Cty Tax	2,210,295	2,076,985	133,309	3,776,337	1,566,042	58.53%	2,120,730	89,564
HOPTR	12,128	-	12,128	37,736	25,608	32.1%	12,343	(215)
Interest	16,484	25,427	(8,943)	38,141	21,657	43.2%	35,895	(19,411)
Grants	36,581	-	36,581	-	(36,581)	0.0%		36,581
<b>Total Revenue</b>	<b>2,623,534</b>	<b>2,173,413</b>	<b>450,121</b>	<b>3,958,714</b>	<b>1,335,180</b>	<b>66.3%</b>	<b>2,618,658</b>	<b>4,875</b>
Transfers to Utility and Fire	2,492,529	2,492,529	0	3,738,794	1,246,265	66.7%	2,437,958	54,571
Capital Reserve Expenditures	73,784	75,527	(1,743)	75,527	1,743	97.7%	67,725	6,059
<b>Total Expenses</b>	<b>2,566,314</b>	<b>2,568,056</b>	<b>(1,743)</b>	<b>3,814,321</b>	<b>1,248,007</b>	<b>67.3%</b>	<b>2,505,683</b>	<b>60,630</b>
<b>Net Surplus (Deficit)</b>	<b>57,220</b>	<b>(394,644)</b>	<b>451,864</b>	<b>144,393</b>	<b>87,173</b>		<b>112,975</b>	<b>(55,755)</b>

66.7% of the Budgeted Year Expended

**Highlights**

- Transfers to Utility and Fire relate to budgeted tax revenue allocated to each department.
- Capital Reserve Expenditures relate to fees from Placer County to administer Ad Valorem revenues.
- There was one new connections during the month of February.
- The District has received the Estimated Allocation of Property Taxes for Fiscal Year 2022, also known as the "September Surprise".
- The total anticipated tax revenue, less any fees from the county is estimated to be \$3,870,000.
- This is an increase over the prior year actual revenue received by \$103,000 or %2.73. It is \$132,000 greater than the budgeted amount.



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**CAPITAL RESERVES**  
**BALANCE SHEET**  
 February 28, 2022



	Balance Feb-22	Balance Jan-22	Change Prior Month	Balance Feb-21	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	9,622,177	10,092,237	(470,060)	8,230,776	1,391,402
Accounts Receivable	-	-	-	4,353	(4,353)
Prepaid Expenses	-	-	-	-	-
<b>Total Current Assets</b>	<b>9,622,177</b>	<b>10,092,237</b>	<b>(470,060)</b>	<b>8,235,129</b>	<b>1,387,048</b>
<b>Noncurrent Assets</b>					
Open Projects	-	-	-	-	-
Property, Plant, & Equipment	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-
Intercompany	(2,346,419)	(2,534,484)	188,065	(1,829,664)	(516,755)
<b>Total Noncurrent Assets</b>	<b>(2,346,419)</b>	<b>(2,534,484)</b>	<b>188,065</b>	<b>(1,829,664)</b>	<b>(516,755)</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>7,275,758</b>	<b>7,557,753</b>	<b>(281,994)</b>	<b>6,405,465</b>	<b>870,293</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	1,352,343	1,352,343	-	1,013,550	338,793
Sewer Capital	321,268	321,268	-	165,610	155,658
Fire Capital	135,611	135,611	-	71,842	63,769
Water FARF	1,442,097	1,442,097	-	1,360,593	81,504
Sewer FARF	2,813,520	2,813,520	-	2,703,327	110,193
Garbage FARF	155,181	155,181	-	169,601	(14,420)
Fire FARF	941,967	941,967	-	783,773	158,195
Bike Trail Snow Removal FARF	56,550	56,550	-	24,194	32,356
Current Year Net Income	57,220	339,214	(281,994)	112,975	(55,755)
<b>Total Net Position</b>	<b>7,275,758</b>	<b>7,557,753</b>	<b>(281,994)</b>	<b>6,405,465</b>	<b>870,293</b>
<b>Total Liabilities and Net Position</b>	<b>7,275,758</b>	<b>7,557,753</b>	<b>(281,994)</b>	<b>6,405,465</b>	<b>870,293</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**REVENUES & EXPENDITURES - INTERNAL USE ONLY**  
February 28, 2022



**COMBINED OPERATIONS**

	Actual YTD Feb-22	Budget YTD Feb-22	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Feb-21	Over/ (under) to PY
Rate Revenue	\$ 3,772,373	\$ 3,758,220	\$ 14,153	\$ 3,758,220	\$ (14,153)	100.4%	\$ 3,672,412	\$ 99,960
Tax Revenue	\$ 2,222,423	\$ 2,076,985	\$ 145,437	\$ 3,814,073	\$ 1,591,650	58.3%	\$ 2,133,073	\$ 89,350
Connection Fees	\$ 348,046	\$ 71,000	\$ 277,046	\$ 106,500	\$ (241,546)	326.8%	\$ 449,691	\$ (101,645)
Rental Revenue	\$ 63,680	\$ 63,299	\$ 381	\$ 94,949	\$ 31,269	67.1%	\$ 63,448	\$ 232
Bike Trail	\$ 29,274	\$ 29,273	\$ 1	\$ 46,000	\$ 16,726	63.6%	\$ 29,274	\$ -
Mutual Water Company	\$ 73,112	\$ 74,899	\$ (1,788)	\$ 112,349	\$ 39,237	65.1%	\$ 64,877	\$ 8,234
Billable Wages & Capital Labor	\$ 428,251	\$ 48,090	\$ 380,161	\$ 72,132	\$ (356,119)	593.7%	\$ 504,305	\$ (76,054)
Grants	\$ 37,749	\$ -	\$ 37,749	\$ -	\$ (37,749)	0.0%	\$ 1,657	\$ 36,093
Administration & Interest	\$ 32,678	\$ 103,651	\$ (70,973)	\$ 155,477	\$ 122,799	21.0%	\$ 47,672	\$ (14,994)
Inspections	\$ 15,287	\$ 6,667	\$ 8,620	\$ 10,000	\$ (5,287)	\$ 2	\$ 20,093	\$ (4,806)
Dedications	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 7,022,873</b>	<b>\$ 6,232,085</b>	<b>\$ 790,788</b>	<b>\$ 8,169,700</b>	<b>\$ 1,146,827</b>	<b>86.0%</b>	<b>\$ 6,986,502</b>	<b>\$ 36,371</b>
Salaries & Wages	\$ 2,015,400	\$ 2,101,135	\$ (85,735)	\$ 3,151,703	\$ 1,136,302	63.9%	\$ 2,068,226	\$ (52,826)
Employee Benefits	\$ 1,292,930	\$ 1,370,331	\$ (77,400)	\$ 2,162,516	\$ 869,586	59.8%	\$ 1,536,995	\$ (244,065)
Billable Wages & Capital Labor	\$ 280,312	\$ 48,090	\$ 232,222	\$ 72,132	\$ (208,180)	388.6%	\$ 295,980	\$ (15,668)
Admin Salaries & Benefits	\$ 214,041	\$ 221,112	\$ (7,071)	\$ 331,668	\$ 117,627	64.5%	\$ 268,762	\$ (54,721)
Materials & Supplies	\$ 59,341	\$ 73,417	\$ (14,076)	\$ 110,125	\$ 50,784	53.9%	\$ 68,163	\$ (8,822)
Maintenance Equipment	\$ 16,799	\$ 37,267	\$ (20,468)	\$ 55,900	\$ 39,101	30.1%	\$ 27,114	\$ (10,316)
Facilities: Maintenance & Repairs	\$ 41,718	\$ 62,144	\$ (20,426)	\$ 93,216	\$ 51,498	44.8%	\$ 28,009	\$ 13,709
Training & Memberships	\$ 29,813	\$ 43,200	\$ (13,387)	\$ 64,800	\$ 34,987	46.0%	\$ 23,110	\$ 6,704
Vehicle Repair/Maintenance	\$ 46,795	\$ 40,867	\$ 5,928	\$ 61,300	\$ 14,505	76.3%	\$ 38,401	\$ 8,394
Garbage	\$ 199,164	\$ 195,007	\$ 4,157	\$ 292,510	\$ 93,346	68.1%	\$ 181,463	\$ 17,700
Board Expenses	\$ 34,050	\$ 46,075	\$ (12,025)	\$ 69,113	\$ 35,063	49.3%	\$ 33,471	\$ 580
Consulting	\$ 61,189	\$ 225,587	\$ (164,397)	\$ 338,380	\$ 277,191	18.1%	\$ 75,368	\$ (14,179)
Insurance	\$ 71,104	\$ 75,951	\$ (4,847)	\$ 113,926	\$ 42,822	62.4%	\$ 75,411	\$ (4,307)
Rents/Licenses & Permits	\$ 52,995	\$ 80,062	\$ (27,067)	\$ 120,093	\$ 67,098	44.1%	\$ 61,049	\$ (8,054)
Office Expenses	\$ 45,968	\$ 59,660	\$ (13,692)	\$ 89,490	\$ 43,522	51.4%	\$ 35,640	\$ 10,328
Travel, Meetings & Recruitment	\$ 14,673	\$ 20,267	\$ (5,594)	\$ 30,400	\$ 15,727	48.3%	\$ 7,441	\$ 7,232
Utilities	\$ 116,339	\$ 129,021	\$ (12,683)	\$ 193,532	\$ 77,194	60.1%	\$ 124,793	\$ (8,455)
Bike Trail	\$ 14,628	\$ 14,000	\$ 628	\$ 21,000	\$ 6,372	69.7%	\$ 8,916	\$ 5,712
Interest	\$ 92,286	\$ 95,098	\$ (2,812)	\$ 104,884	\$ 12,598	88.0%	\$ 88,496	\$ 3,790
<b>Total Expenses</b>	<b>\$ 4,699,546</b>	<b>\$ 4,938,290</b>	<b>\$ (238,744)</b>	<b>\$ 7,476,688</b>	<b>\$ 2,777,142</b>	<b>62.9%</b>	<b>\$ 5,046,810</b>	<b>\$ (347,264)</b>
<b>Operating Surplus (Deficit)</b>	<b>\$ 2,323,327</b>	<b>\$ 1,293,795</b>	<b>\$ 1,029,532</b>	<b>\$ 693,012</b>			<b>\$ 1,939,692</b>	<b>\$ 383,634</b>
Depreciation	\$ 585,598	\$ 592,410	\$ (6,812)	\$ 888,615	\$ 303,017	65.9%	\$ 568,737	\$ 16,861
<b>Net Surplus (Deficit)</b>	<b>\$ 1,737,728</b>	<b>\$ 701,385</b>	<b>\$ 1,036,344</b>	<b>\$ (195,604)</b>			<b>\$ 1,370,955</b>	<b>\$ 366,773</b>

66.7% of the Budgeted Year Expended



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**  
**COMBINED BALANCE SHEET - INTERNAL USE ONLY**  
 February 28, 2022



	Balance Feb-22	Balance Jan-22	Change Prior Month	Balance Feb-21	Change Prior Year
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash	10,301,794	10,753,453	(451,660)	8,934,279	1,367,515
Accounts Receivable	160,187	193,297	(33,110)	394,173	(233,986)
Prepaid Expenses	286,835	349,756	(62,921)	500,311	(213,475)
<b>Total Current Assets</b>	<b>10,748,816</b>	<b>11,296,507</b>	<b>(547,690)</b>	<b>9,828,762</b>	<b>920,054</b>
<b>Noncurrent Assets</b>					
Open Projects	883,931	869,923	14,008	610,693	273,238
Property, Plant, & Equipment	35,525,102	35,525,102	-	35,697,666	(172,564)
Accumulated Depreciation	(21,729,252)	(21,656,052)	(73,200)	(21,412,598)	(316,654)
Intercompany	-	-	-	-	-
<b>Total Noncurrent Assets</b>	<b>14,679,781</b>	<b>14,738,973</b>	<b>(59,192)</b>	<b>14,895,761</b>	<b>(215,980)</b>
<b>Deferred Outflows</b>					
Deferred Outflows - Pension	3,185,892	3,185,892	-	3,334,024	(148,131)
Deferred Outflows - OPEB	263,923	263,923	-	86,026	177,897
<b>Total Deferred Outflows</b>	<b>3,449,815</b>	<b>3,449,815</b>	<b>-</b>	<b>3,420,050</b>	<b>29,766</b>
<b>Total Assets</b>	<b>28,878,413</b>	<b>29,485,295</b>	<b>(606,883)</b>	<b>28,144,573</b>	<b>733,840</b>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Accounts Payable	8,449	87,620	(79,172)	(277)	8,725
Accrued Expenses	250,994	217,877	33,117	239,107	11,887
Payroll Liabilities	785,927	770,927	15,000	789,016	(3,089)
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	97,265	97,265	-	94,130	3,135
<b>Total Current Liabilities</b>	<b>1,142,635</b>	<b>1,173,689</b>	<b>(31,054)</b>	<b>1,121,977</b>	<b>20,658</b>
<b>Long-Term Liabilities</b>					
Building Loan	655,510	655,510	-	752,775	(97,265)
PERS LT Liability	4,606,163	4,606,163	-	5,290,643	(684,480)
Other Post Employment Benefits	986,478	986,478	-	742,311	244,167
<b>Total LT Liabilities</b>	<b>6,248,151</b>	<b>6,248,151</b>	<b>-</b>	<b>6,785,729</b>	<b>(537,578)</b>
<b>Deferred Inflows</b>					
Deferred Inflows - Pension	1,014,508	1,014,508	-	703,223	311,285
Deferred Inflows - OPEB	23,467	23,467	-	26,401	(2,934)
<b>Total Deferred Inflows</b>	<b>1,037,975</b>	<b>1,037,975</b>	<b>-</b>	<b>729,624</b>	<b>308,351</b>
<b>Total Liabilities</b>	<b>8,428,761</b>	<b>8,459,814</b>	<b>(31,054)</b>	<b>8,637,330</b>	<b>(208,569)</b>
<b>NET POSITION</b>					
Investment in Capital Assets	11,493,386	11,493,386	-	11,843,798	(350,412)
Water Capital	1,352,343	1,352,343	-	1,013,550	338,793
Sewer Capital	321,268	321,268	-	165,610	155,658
Fire Capital	135,611	135,611	-	71,842	63,769
Water FARF	1,442,097	1,442,097	-	1,360,593	81,504
Sewer FARF	2,813,520	2,813,520	-	2,703,327	110,193
Garbage FARF	155,181	155,181	-	169,601	(14,420)
Fire FARF	941,967	941,967	-	783,773	158,195
Bike Trail Snow Removal FARF	56,550	56,550	-	24,194	32,356
Current Year Net Income	1,737,728	2,313,557	(575,829)	1,370,955	366,773
<b>Total Net Position</b>	<b>20,449,652</b>	<b>21,025,481</b>	<b>(575,829)</b>	<b>19,507,243</b>	<b>942,409</b>
<b>Total Liabilities and Net Position</b>	<b>28,878,413</b>	<b>29,485,295</b>	<b>(606,883)</b>	<b>28,144,573</b>	<b>733,840</b>



# Olympic Valley Public Service District



## Fund Balance Statement February 28, 2022

	February 2022	Yield Rate February 2022	February 2021	Yield Rate February 2021
<b>Operating Funds:</b>				
Bank of the West-Checking	\$719,299		\$723,876	
Office Petty Cash	\$200		\$200	
L.A.I.F.	\$20,248	0.28%	\$20,233	0.46%
<b>Total Operating Funds: Water &amp; Sewer</b>	<b>\$739,747</b>		<b>\$744,309</b>	
<b>Capital Reserve Funds:</b>				
Bank of the West-Money Market Capital	\$1,195,771	0.01%	\$725,041	0.01%
ProEquities - Certificate of Deposit	\$247,000	2.40%	\$260,477	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	\$3,030,140	0.48%	\$3,414,535	0.41%
Placer County-FD30146	\$4,444,507	0.48%	\$3,624,686	0.41%
Placer County - Investment Fund FD32004	\$207,829	0.21%	\$207,427	0.257%
L.A.I.F. Fire Capital	\$4,931	0.28%	\$4,883	0.46%
<b>Total Capital Reserve Funds:</b>	<b>\$9,622,177</b>		<b>\$8,729,049</b>	
<b>Total Funds On Deposit:</b>	<b>\$10,361,924</b>		<b>\$9,473,358</b>	

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

As of the board packet preparation date, all February statements were received.

Exh: D-7



Olympic Valley Public Service District  
Bike Trail Snow Removal-Project Summary  
As of February 28,2022



Revenue	Budget	Billed YTD	Received YTD	Remaining Budget	YTD % to Budget
Placer County	\$ 46,000	\$ 29,274	\$ 20,911	\$ 25,089	45%

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	14,628	6,372	70%
<b>Total Expenses</b>	<b>\$ 46,000</b>	<b>\$ 14,628</b>	<b>\$ 31,372</b>	<b>32%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 14,646</b>		

64% of the Budgeted Year Expended

Currently in Reserves	\$ 56,550
Anticipated left over at end of season	\$ 25,000
<b>Total Surplus (Deficit) at end of season</b>	<b>\$ 81,550</b>



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## ANNUAL GARBAGE BILLING – 3<sup>rd</sup> QUARTER 2021/2022

**DATE:** March 29, 2022

**TO:** District Board Members

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

**SUBJECT:** Recap of Amounts Due 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 2021 – June 2022 the residential dwelling unit rate is \$23.62/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:** Based on current records we have 1,041 residential dwelling units amounting to payment of \$73,906.98 for the period of January – March. See below:

### 1<sup>st</sup> Quarter Payment September 2021.

July:	1,037 Residential Dwelling Units @ \$23.62/mo =	\$24,493.94
August:	1,037 Residential Dwelling Units @ \$23.62/mo =	\$24,493.94
September:	1,037 Residential Dwelling Units @ \$23.62/mo =	<u>\$24,493.94</u>
Total Paid:		<b>\$73,481.82</b>

### 2<sup>nd</sup> Quarter Payment December 2021.

October:	1,041 Residential Dwelling Units @ \$23.62/mo =	\$24,588.42
November:	1,041 Residential Dwelling Units @ \$23.62/mo =	\$24,588.42
December:	1,041 Residential Dwelling Units @ \$23.62/mo =	<u>\$24,588.42</u>
Total Paid:		<b>\$73,765.26</b>

### 3<sup>rd</sup> Quarter Payment March 2022.

January:	1,041 Residential Dwelling Units @ \$23.62/mo =	\$24,588.42
February:	1,044 Residential Dwelling Units @ \$23.62/mo =	\$24,659.28
March:	1,044 Residential Dwelling Units @ \$23.62/mo =	<u>\$24,659.28</u>
Total Paid:		<b>\$73,906.98</b>



Adjustments:

07/01/21	Palisades	308 Palisades	+1	Full Yr.
07/01/21	Palisades	304 Palisades	+1	Full Yr.
07/01/21	Palisades	312 Palisades	+1	Full Yr.
07/01/21	Palisades	288 Palisades	+1	Full Yr.
07/01/21	Palisades	300 Palisades	+1	Full Yr.
07/01/21	Palisades	280 Palisades	+1	Full Yr.
07/01/21	Palisades	284 Palisades	+1	Full Yr.
07/01/21	Palisades	296 Palisades	+1	Full Yr.
07/01/21	Palisades	331 Palisades	+1	Full Yr.

Total July – September: 1,037

10/01/21	Palisades	295 Palisades	+1	Full Yr.
10/01/21	Palisades	334 Palisades	+1	Full Yr.
10/01/21	Blum	230 Hidden	+1	Full Yr.
10/01/21	Palisades	292 Palisades	+1	Full Yr.

Total October – December: 1,041

02/01/22	Dorland	180 Winding Creek	+1	Full Yr.
02/01/22	Holbrook	317 Palisades	+1	Full Yr.
02/01/22	Palisades	316 Palisades	+1	Full Yr.

Total January – March: 1,044

**ALTERNATIVES:** 1. Approve payment of \$73,906.98 for services rendered for the third quarter of fiscal year 2022.

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:** March 22, 2022.

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

**EXHIBIT D-9**  
**3 Pages**

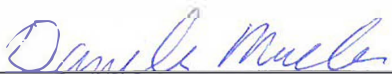
PROJECT TITLE: **Springbrook Cloud Update**  
 PROJECT NUMBER: **10-00-150035 & 10/20-779000**  
 CONTRACTOR NAME & ADDRESS: **Springbrook Holding Company LLC**  
**P.O. Box 74955**  
**Chicago, IL 60675-4955**

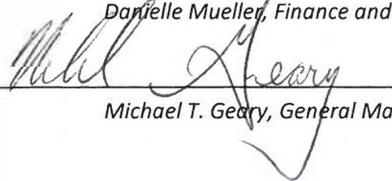
DATE: 03/11/2022  
 PAYMENT ESTIMATE #: 3  
 PERIOD: January

BID AMOUNT: \$ 17,900.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$17,900.00  
 WORK COMPLETED: \$ 17,944.75  
 % 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	\$ 16,915.50	\$ 1,029.25	\$ 17,944.75
Retention on Work Completed (5%)	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ 16,915.50</u>	<u>\$ 1,029.25</u>	<u>\$ 17,944.75</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>\$ 16,915.50</u>	<u>\$ 1,029.25</u>	<u>\$ 17,944.75</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>\$ 16,915.50</u>	<u>\$ 1,029.25</u>	<u>\$ 17,944.75</u>
LESS PREVIOUS PAYMENTS			\$ (16,915.50)
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 1,029.25</u>

REVIEWED BY:   
 Danielle Mueller, Finance and Administration Manager

APPROVED BY:   
 Michael T. Geary, General Manager



# INVOICE



Invoice # TM INV-005064  
Invoice Date 03/11/2022  
Invoice Date Due 04/10/2022  
Invoice Period Feb'22  
Payment Terms Net 30  
PO No.

**Bill To:**

Jessica Grunst  
Olympic Valley Public Service District, CA  
PO Box 2026  
Olympic Valley California 96146-2026

**Ship To:**

Danielle Grindle  
Olympic Valley Public Service District, CA  
PO Box 2026  
Olympic Valley California 961462026

**Project Name**

Olympic\_Valley\_MIGR--Olympic Valley Public Service District, CA - v7.14 to Cloud & Beacon meters

Description	Qty.	Ext. Price
SaaS Migration Professional Services (@\$179 for 3.75 hours)	1	\$671.25
Standard Professional Services (@\$179 for 2 hours)	1	\$358.00

---

<b>SUBTOTAL</b>	\$1,029.25
<b>TAX</b>	\$0.00
<b>TOTAL</b>	\$1,029.25

Please direct inquiries to:  
Accounts Receivable at (503) 820-2213  
Send an email to: [accountsreceivable@sprbrk.com](mailto:accountsreceivable@sprbrk.com)

**Lockbox Payments:**  
Springbrook Holding Company LLC  
PO Box 74955  
Chicago IL 60675-4955

**ACH/Wiring Instructions:**  
Wells Fargo  
For credit to: Springbrook Holding Company LLC  
Account: 4898138342  
ABA: 121000248

Springbrook Holding Company LLC

**Customer - Olympic Valley Public Service District, CA**

**User - Robin Tucker**

**Week - 02-07-2022 - 02-13-2022**

<b>Customer - Name</b>	<b>Project - Name</b>	<b>Task - Name</b>	<b>Date</b>	<b>Duration</b>
Olympic Valley Public Service District, CA	Olympic Valley Public Service District, CA - v7.14 to Cloud	Go-Live Data Verification/Session > UB	02/07/2022	2:30
Olympic Valley Public Service District, CA	Olympic Valley Public Service District, CA - v7.14 to Cloud	Go-Live Data Verification/Session > UB	02/08/2022	0:30

**Total of Week - 02-07-2022 - 02-13-2022**

**3:00**

**Week - 02-28-2022 - 03-06-2022**

<b>Customer - Name</b>	<b>Project - Name</b>	<b>Task - Name</b>	<b>Date</b>	<b>Duration</b>
Olympic Valley Public Service District, CA	Olympic Valley Public Service District, CA - v7.14 to Cloud	Go-Live Data Verification/Session > UB	02/28/2022	0:45

**Total of Week - 02-28-2022 - 03-06-2022**

**0:45**

**Total of User - Robin Tucker**

**3:45**

**Total**

**3:45**

# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

## PROGRESS PAYMENT REPORT

EXHIBIT # D - 10  
 2 Pages

PROJECT TITLE: **Pressure Zone 1A Project**  
**Engineering Planning Services**  
 PROJECT NUMBER: **10-00-150033**

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

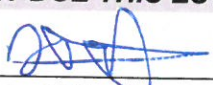
DATE: 03/04/2022  
 PAYMENT ESTIMATE #: 7

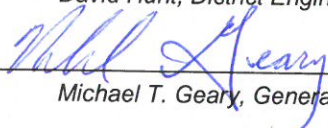
PERIOD: February

BID AMOUNT: \$ 42,550.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$42,550.00  
 WORK COMPLETED: \$ 18,942.00  
 % WORK COMPLETED: 45%

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	\$ 15,262.00	\$ 3,680.00	\$ 18,942.00
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ 15,262.00</u>	<u>\$ 3,680.00</u>	<u>\$ 18,942.00</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>\$ 15,262.00</u>	<u>\$ 3,680.00</u>	<u>\$ 18,942.00</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>\$ 15,262.00</u>	<u>\$ 3,680.00</u>	<u>\$ 18,942.00</u>
<b>LESS PREVIOUS PAYMENTS</b>			<u>\$ (15,262.00)</u>
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 3,680.00</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 17259  
Date 03/04/2022

Project R4136-1830 OLYMPIC VALLEY PSD -  
PRESSURE ZONE 1A IMPROVEMENTS

Period 01/29/22 to 02/25/22

## Pressure Zone 1A Improvements

### Description of Services:

Task 1.0 - Project Management  
- Project Management

Task 2.0 - Water Model Update  
- Finalizing model scenarios  
- Preparing exhibits

Task 3.0 - Basis of Design Report  
- Meeting with OVPSD  
- Basis of Design Report  
- Scoring matrix

### Professional Services

	Hours	Rate	Billed Amount
Alex Stodtmeister	11.00	140.00	1,540.00
Chelsea Cluff	18.50	108.00	1,998.00
Deidre Blanton	0.50	95.00	47.50
Matthew Van Dyne	0.50	189.00	94.50
Professional Services subtotal	30.50		3,680.00

Invoice total **3,680.00**

### Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	5,250.00	177.00	1,258.75	1,435.75	3,814.25
Task 2.0 - Water Model Update	14,800.00	1,728.00	12,599.25	14,327.25	472.75
Task 3.0 - Basis of Design Report	22,500.00	1,775.00	1,404.00	3,179.00	19,321.00
<b>Total</b>	<b>42,550.00</b>	<b>3,680.00</b>	<b>15,262.00</b>	<b>18,942.00</b>	<b>23,608.00</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**  
 CONTRACTOR NAME **Farr West Engineering**  
 & ADDRESS: **5510 Longley Lane**  
**Reno, NV 89511**

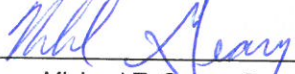
DATE: 03/04/2022  
 PAYMENT ESTIMATE #: 10  
 PERIOD: February 2022

BID AMOUNT: \$ 23,203.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$23,203.00  
 WORK COMPLETED: \$ 23,203.00  
 % 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	\$ 19,613.25	\$ 3,589.75	\$ 23,203.00
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ 19,613.25</u>	<u>\$ 3,589.75</u>	<u>\$ 23,203.00</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>\$ 19,613.25</u>	<u>\$ 3,589.75</u>	<u>\$ 23,203.00</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>\$ 19,613.25</u>	<u>\$ 3,589.75</u>	<u>\$ 23,203.00</u>
<b>LESS PREVIOUS PAYMENTS</b>			<u>\$ (19,613.25)</u>
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 3,589.75</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 17245  
Date 03/04/2022

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

Period 01/29/22 to 02/25/22

## West Tank Support Services

Description of Services: Preparation and submittal of bid documents; and preparation of temporary construction easement exhibit.

### Professional Services

	Hours	Rate	Billed Amount
Larissa Vallarino	8.00	120.00	960.00
Matthew Forrest	5.00	150.00	750.00
Matthew Schultz	3.50	150.00	525.00
Matthew Van Dyne	1.00	189.00	189.00
Michael Persyn	11.00	108.00	1,188.00
Professional Services subtotal	28.50		<u>3,612.00</u>

*3589.75*

Invoice total 3,612.00

*3589.75*

### Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1 - Project Management	2,106.00	0.00	1,512.50	1,512.50	593.50
Task 2 - Modeling Support	8,896.00	0.00	8,216.00	8,216.00	680.00
Task 3 - Design Support	7,696.00	2,043.00	4,868.25	6,911.25	784.75
Task 4 - Contract Document Support	4,505.00	714.00	2,093.50	2,807.50	1,697.50
Task 5 - Additional Services	0.00	<del>855.00</del>	2,923.00	3,778.00	-3,778.00
Total	23,203.00	<del>3,612.00</del>	19,613.25	23,225.25	-22.25

*3589.75*

*DA*

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

EXHIBIT # D - 12  
 2 Pages


PROJECT TITLE: **Hidden Lake Loop Water and Sewer  
 Design and Construction Services**  
 PROJECT NUMBER: **10-00-150022**  
 CONTRACTOR NAME **Farr West Engineering**  
 & ADDRESS: **5510 Longley Lane  
 Reno, NV 89511**

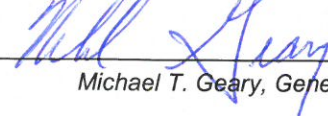
DATE: 03/04/2022  
 PAYMENT ESTIMATE #: 8  
 PERIOD: February 2022

BID AMOUNT: \$ 110,796.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$110,796.00  
 WORK COMPLETED: \$ 72,639.00  
 % WORK COMPLETED: 66%

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	\$ 70,029.00	\$ 2,610.00	\$ 72,639.00
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<b>\$ 70,029.00</b>	<b>\$ 2,610.00</b>	<b>\$ 72,639.00</b>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NET EARNINGS</b>	<b>\$ 70,029.00</b>	<b>\$ 2,610.00</b>	<b>\$ 72,639.00</b>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADJUSTED EARNINGS</b>	<b>\$ 70,029.00</b>	<b>\$ 2,610.00</b>	<b>\$ 72,639.00</b>
<b>LESS PREVIOUS PAYMENTS</b>			<b>\$ (70,029.00)</b>
<b>PAYMENT DUE THIS ESTIMATE</b>			<b>\$ 2,610.00</b>

REVIEWED BY:   
 Dave 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 17162  
Date 03/04/2022

Project R4136-2066 OLYMPIC VALLEY PSD-  
HIDDEN LAKE LOOP WATER AND  
SEWER

Period 01/29/22 to 02/25/22

Hidden Lake Loop Water and Sewer

Description of Services: Preparation of record drawings for the first phase of the project.

### Professional Services

	Hours	Rate	Billed Amount
Larissa Vallarino	22.00	120.00	2,640.00
		Invoice total	2,640.00
		Prepayment applied	-30.00
		Amount due this invoice	<b>2,610.00</b> <i>DH</i>

### Invoice Summary

Description	Contract Amount	Current Billed	Prior Billed	Total Billed	Remaining
Task 1.0 - Project Management	5,368.00	0.00	1,444.00	1,444.00	3,924.00
Task 2.0 - Detailed Design	28,618.00	0.00	28,192.50	28,192.50	425.50
Task 3.0 - Bidding Support	5,398.00	0.00	4,900.25	4,900.25	497.75
Task 4.0 - Construction Administration	28,340.00	2,640.00	12,885.00	15,525.00	12,815.00
Task 5.0 - Construction Observation	33,000.00	0.00	19,759.75	19,759.75	13,240.25
Task 6.0 - Owner Directed Services					
Task 6.1 - Owner Directed Services (Unused)	2,572.00	0.00	0.00	0.00	2,572.00
Task 6.2 - Construction Surveying	7,500.00	0.00	2,847.50	2,847.50	4,652.50
Subtotal	10,072.00	0.00	2,847.50	2,847.50	7,224.50
Total	110,796.00	2,640.00	70,029.00	72,669.00	38,127.00



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

EXHIBIT # D - 13  
 3 Pages

PROJECT TITLE: **Water Meter Replacement Project**  
**Badger Meter**  
 PROJECT NUMBER: **10-00-150035**  
 CONTRACTOR NAME **Badger Meter**  
 & ADDRESS: **4545 W. Brown Deer Rd.**  
**PO Box 245036**  
**Milwaukee, WI 53224-6536**

DATE: 01/19/2022  
 PAYMENT ESTIMATE #: 2  
 PERIOD: Thru February 2022

BID AMOUNT: \$ 332,090.64  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$332,090.64  
 WORK COMPLETED: \$ 12,496.10  
 % WORK COMPLETED: 4%

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	\$ 10,388.60	\$ 2,107.50	\$ 12,496.10
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<b>\$ 10,388.60</b>	<b>\$ 2,107.50</b>	<b>\$ 12,496.10</b>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NET EARNINGS</b>	<b>\$ 10,388.60</b>	<b>\$ 2,107.50</b>	<b>\$ 12,496.10</b>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADJUSTED EARNINGS</b>	<b>\$ 10,388.60</b>	<b>\$ 2,107.50</b>	<b>\$ 12,496.10</b>
<b>LESS PREVIOUS PAYMENTS</b>			<b>\$ (10,388.60)</b>
<b>PAYMENT DUE THIS ESTIMATE</b>			<b>\$ 2,107.50</b>

REVIEWED BY:   
 David Hunt, District Engineer

APPROVED BY:   
 Michael T. Geary, General Manager

ORIGINAL INVOICE

INVOICE



Mail all remittances to:  
 Box 88223  
 Milwaukee, WI 53288-0223

4545 W Brown Deer Rd. P.O. Box 245036  
 Milwaukee, WI 53224-9536 (414) 355-0400  
 Credit Inquiries - credit@badgermeter.com

INVOICE NUMBER	DATE
1482773	01/19/22
D-U-N-S 00-606-9710	
NET 30 DAYS	

FED I.D. #39-0143280  
 GST# 123746141

SOLD TO CUSTOMER: 43622  
 OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 1810 SQUAW VALLEY ROAD  
 P O BOX 2026  
 OLYMPIC VALLEY, CA 96146

SHIP TO CUSTOMER: 1  
 OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 1810 SQUAW VALLEY ROAD  
 OLYMPIC VALLEY, CA 96146

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
007297	FREIGHT PREPAID	Process only
ORDER DATE	INCO TERMS	TRACKING NUMBER
12/15/21	FCA FACTORY	Process only
PROPOSAL #	FINAL DESTINATION	WAREHOUSE / ORDER#
Quote 3271659	UNITED STATES	MM 1045030

LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
3	Badger Meter Item: 66220-005 Description: BILLING INTEGRATION Ordered: 1.000 shipped: 1.000 5307 KATHY RICHARDS	682.5000	682.50
	Sub Total		682.50
	Total		682.50
	Olympic valley PSD		DA

This invoice is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>. Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>. Goods covered by this invoice were produced in compliance with the provisions of the Fair Labor Standards Act of 1938 as amended.

ORIGINAL INVOICE

INVOICE



4545 W Brown Deer Rd. P.O. Box 245036  
 Milwaukee, WI 53224-9536 (414) 355-0400  
 Credit Inquiries - credit@badgermeter.com

Mail all remittances to:  
 Box 88223  
 Milwaukee, WI 53288-0223

INVOICE NUMBER	DATE
1494463	03/23/22
D-U-N-S 00-606-9710	
NET 30 DAYS	

FED I.D. #39-0143280  
 GST# 123746141

SOLD TO CUSTOMER: 43622  
 OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 1810 SQUAW VALLEY ROAD  
 P O BOX 2026  
 OLYMPIC VALLEY, CA 96146

SHIP TO CUSTOMER: 1  
 OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 1810 SQUAW VALLEY ROAD  
 OLYMPIC VALLEY, CA 96146

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
007297	FREIGHT PREPAID	Process Only
ORDER DATE	INCO TERMS	TRACKING NUMBER
12/15/21	FCA FACTORY	Process Only
PROPOSAL #	FINAL DESTINATION	WAREHOUSE / ORDER#
Quote 3271659	UNITED STATES	MM 1045030

LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
4	Badger Meter Item: 69328-301 Description: ONLINE, BEACON AMA FOR MOBILE SOLUTIONS Ordered: 1.000 Shipped: 1.000 5307 KATHY RICHARDS	1425.0000	1425.00
	Sub Total		1425.00
	Total		1425.00
	olympic valley PSD		

This invoice is made subject to the terms & conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>. Terms and conditions related to service units, training, and professional services can be found here: <https://badgermeter.com/service-units-terms-and-conditions>. Goods covered by this invoice were produced in compliance with the provisions of the Fair Labor Standards Act of 1938 as amended.



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

**EXHIBIT D-14  
3 Pages**

PROJECT TITLE: **Feather River Forestry- Fuels Management**

DATE: 03/05/2022  
PAYMENT ESTIMATE #: 1

PROJECT NUMBER:

PERIOD: Nov-Feb

CONTRACTOR NAME: **Feather River Forestry LLC**  
& ADDRESS: **PO Box 1411  
Quincy, CA 95971**

BID AMOUNT: \$ 10,000.00  
NET CHANGE ORDERS: \$0.00  
ADJUSTED CONTRACT AMOUNT: \$10,000.00  
WORK COMPLETED: \$ 6,460.00  
% WORK COMPLETED: 65%

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		\$ 6,460.00	\$ 6,460.00
Retention on Work Completed (5%)	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<u>\$ -</u>	<u>\$ 6,460.00</u>	<u>\$ 6,460.00</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>\$ -</u>	<u>\$ 6,460.00</u>	<u>\$ 6,460.00</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>\$ -</u>	<u>\$ 6,460.00</u>	<u>\$ 6,460.00</u>
LESS PREVIOUS PAYMENTS			\$ -
<b>PAYMENT DUE THIS ESTIMATE</b>			<u>\$ 6,460.00</u>

REVIEWED BY:   
Allen Riley, Fire Chief

APPROVED BY:   
Michael T. Geary, General Manager

Feather River Forestry LLC  
 PO Box 1411  
 Quincy, CA 95971 US  
 (530) 927-7095  
 dbanchio@gmail.com



# INVOICE

**BILL TO**  
 Olympic Valley Community  
 Services District

**INVOICE #** 1119  
**DATE** 03/05/2022  
**DUE DATE** 03/05/2022  
**TERMS** Due on receipt

**PROJECT #**  
 OVPSD Forestry/Fuels

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Olympic Valley Community Services District: Professional Forestry Services</b>				
11/18/2021	<b>Consulting</b>	Five Creeks support letter ideas/bullet list/	2:00	95.00	190.00
11/18/2021	<b>Consulting</b>	Call with USFS RE: Five Creeks	0:45	95.00	71.25
12/06/2021	<b>Consulting</b>	S turns pre op meeting, meet with Russell, pre implementation photos	3:00	95.00	285.00
12/08/2021	<b>Administration</b>	Site visit S turn project	1:30	95.00	142.50
01/24/2022	<b>Consulting</b>	Grant application	10:18	95.00	978.50
01/25/2022	<b>Consulting</b>	Grant app & board meeting	5:30	95.00	522.50
01/25/2022	<b>Consulting</b>	Grant app	4:30	95.00	427.50
01/26/2022	<b>Consulting</b>	Grant app	5:30	95.00	522.50
01/26/2022	<b>Consulting</b>	Grant app	2:00	95.00	190.00
01/31/2022	<b>Consulting</b>	Grant app	10:00	95.00	950.00
01/31/2022	<b>Tbr Cruising</b>	Olympic Valley Fuelbreak cruise plots units OV-1, OV-2, OV-3. 100 mi. Travelled from Reno to Olympic Valley and back	8:06	95.00	769.50
02/01/2022	<b>Consulting</b>	Call with OVPSD	0:45	95.00	71.25
02/01/2022	<b>Consulting</b>	Redraw polygons, acreage revisions, email correspondence with OVPSD	1:00	95.00	95.00
02/03/2022	<b>Consulting</b>	Redo polygons, acreage calcs, narrative #4	2:00	95.00	190.00
02/07/2022	<b>Consulting</b>	Grant mapping	2:06	95.00	199.50
02/08/2022	<b>Consulting</b>	Budget, map, application,	5:30	95.00	522.50



DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/08/2022	Consulting	website gis, upload docs, emails Grant map	1:30	95.00	142.50
02/09/2022	Consulting	Finalize grant docs assemble upload	2:00	95.00	190.00
	<b>SUBTOTAL - Olympic Valley Community Services District:Professional Forestry Services</b>				<b>6,460.00</b>

BALANCE DUE

**\$6,460.00**

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

EXHIBIT # D - 15  
 2 Pages

PROJECT TITLE: **SCADA Server Replacement**

PROJECT NUMBER: **10-00-150036**

CONTRACTOR NAME **Sierra Controls**  
 & ADDRESS: **5470 Louie Lane, Ste 104**  
**Reno, NV 89511-1860**


DATE: 02/28/2022  
 PAYMENT ESTIMATE #: 1

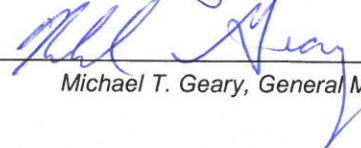
PERIOD: February 2022

BID AMOUNT: \$ 18,001.00  
 NET CHANGE ORDERS: \$0.00  
 ADJUSTED CONTRACT AMOUNT: \$18,001.00  
 WORK COMPLETED: \$ 7,017.69  
 % WORK COMPLETED: 39%

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	\$ -	\$ 7,017.69	\$ 7,017.69
Retention on Work Completed	\$ -	\$ -	\$ -
<b>Net Earnings on Work Completed</b>	<b>\$ -</b>	<b>\$ 7,017.69</b>	<b>\$ 7,017.69</b>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
<b>Net Earnings On Materials</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NET EARNINGS</b>	<b>\$ -</b>	<b>\$ 7,017.69</b>	<b>\$ 7,017.69</b>
<b>DEDUCTIONS:</b>			
1.			\$ -
2.			\$ -
3.			\$ -
<b>Total Deductions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER ADJUSTMENTS:</b>			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
<b>Total Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL ADJUSTED EARNINGS</b>	<b>\$ -</b>	<b>\$ 7,017.69</b>	<b>\$ 7,017.69</b>
<b>LESS PREVIOUS PAYMENTS</b>			<b>\$ -</b>
<b>PAYMENT DUE THIS ESTIMATE</b>			<b>\$ 7,017.69</b>

REVIEWED BY:   
 David Hunt, District Engineer

APPROVED BY:   
 Michael T. Geary, General Manager

**Sierra Controls**  
 5470 Louie Lane  
 Ste 104  
 Reno, NV 89511-1860  
 775-236-3350

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
 ATTN: ACCOUNTS PAYABLE  
 P.O. BOX 2026  
 OLYMPIC VALLEY, CA 96146

Invoice number 122907  
 Date 02/28/2022

Project **22-6725 OVPSD - SCADA SERVER REPLACEMENT**

Please Reference Invoice Number on Check  
 If you would like to receive your invoices electronically, please send an email to office@sierracontrols.com

Customer P.O.: N/A

Reference Quote: 22-6725

Requested By: Dave Hunt

Scope: Provide replacement on-premise SCADA server for GeoSCADA and potential edge device for Ignition.  
 Item 1 will be performed with the intent to use the server with Cloud SCADA in the future as the "Edge" device if needed.  
 Item 2 is included but may or may not be necessary depending on timing of this project as Exele has provided a 3 month trial license to use as needed.

**Invoice Summary**

Description	Contract Amount	Percent Complete	Prior Billed	Remaining Percent	Remaining	Current Billed
<b>Item1. Server/Workstation Replacement</b>	14,220.00	46.27	0.00	53.73	7,640.03	6,579.97
<b>Item 2. Topview Alarming Software</b>	3,781.00	0.00	0.00	100.00	3,781.00	0.00
<b>Warranty (NT- Non Billable)</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>18,001.00</b>	<b>36.55</b>	<b>0.00</b>	<b>63.45</b>	<b>11,421.03</b>	<b>6,579.97</b>

Amount

**Item1. Server/Workstation Replacement**  
**Item 2. Topview Alarming Software**

Total	6,579.97
Invoice subtotal	6,579.97
CA-PLACER 7.25%	437.72
Invoice total	<b>7,017.69</b>

DH

Approved by: \_\_\_\_\_

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES #893  
FEBRUARY 22, 2022**

*Agenda with board packet and staff reports is available at the following link:  
<https://www.ovpsd.org/board-agenda-february-2022>*

**A. Call to Order, Roll Call and Pledge of Allegiance.** President Cox called the meeting to order at 8:30 a.m.

**Directors Present:** Directors: Dale Cox, Katy Hover-Smoot, Bill Hudson, and Victoria Mercer

**Directors Absent:** Fred Ilfeld

**Staff Present:** Thomas Archer, District Counsel; Jessica Asher, Board Secretary; Brandon Burks, Operations Manager; Mike Geary, General Manager; Dave Hunt, District Engineer; Danielle Mueller, Finance & Administration Manager; and Allen Riley, Fire Chief.

**Others Present:** Jean Lange, Katrina Smolen, and David Stepner.

Director Cox asked David Stepner to lead the Pledge of Allegiance.

**B. Community Informational Items.**

**B-1** Friends of Squaw Creek (FOSC) – None.

**B-2** Friends of Squaw Valley (FOSV) – Mr. Stepner said the FOSV is planning a community meeting which Supervisor Gustafson may attend, possibly on Memorial Day weekend.

**B-3** Squaw Valley Design Review Committee (SVDRC) – None.

**B-4** Squaw Valley Municipal Advisory Council (SVMAC) – Mr. Stepner said he is working with the appropriate parties to mitigate resident's concerns regarding traffic and parking for the Winter Wondergrass event.

**B-5** Squaw Valley Mutual Water Company (SVMWC) – Mr. Stepner asked the Board to reconsider discontinuing the operations and maintenance agreement between the District and SVMWC and summarized the maintenance agreement options under consideration by the MWC. Mr. Geary responded by discussing the labor shortages in the District's Operations Department. Mr. Geary said there was initially an item on the agenda to discuss the SVMWC/OVPSD Emergency Intertie project, however due to multiple Director's conflict of interest the item will be brought to the Board at a future date. Director Cox thanked Mr. Burks for his work on the SVMWC system over the past several years.

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

**B-7** Mountain Housing Council of Tahoe Truckee (MHC) – None.

**B-8** Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary.

**B-9** Capital Projects Advisory Committee (CAP) – None.

**B-10** Firewise Community – Ms. Smolen said that the Firewise Community and Friends of Squaw Creek will be working together to apply for grant funding for education and fuels management within the meadow at the S-Turn.

**C. Public Comment/Presentation.**

Ms. Asher said the Fire Department received written comment which was provided to the Board of Directors on January 28, 2022, in gratitude of outstanding care delivered by the members of the Olympic Valley Fire Department. Additionally, Jane Davis provided written comment on February 21, 2022, regarding T-TSA, which was provided to the Board of Directors. The letters are available to the public upon request.

**D. Financial Consent Agenda Items.**

Directors Hudson and Mercer convened with staff on February 22, 2022, from approximately 7:45 – 8:15 a.m. to review items D-1 through D-10 and other finance-related items on the agenda. Ms. Mueller provided a summary of the meeting. A revision to D-1 is required and will be posted to the website as soon as possible.

Public Comment – None.

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

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

**E. Approve Minutes.**

**E-1 Minutes for the Board of Directors Special Meeting of January 24, 2022.**

The Board reviewed the item, accepted public comment, and approved the minutes for the Board of Directors meeting of January 24, 2022.

Public Comment – None.

Director Mercer made a motion to approve the minutes for the Board of Directors meeting of January 24, 2022, which was seconded by Director Hudson. The motion passed.

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

**E-2 Minutes for the Board of Directors Regular Meeting of January 25, 2022.**

The Board reviewed the item, accepted public comment, and approved the minutes for the Board of Directors meeting of January 25, 2022.

Public Comment – None.

Director Hover-Smoot made a motion to approve the minutes for the Board of Directors meeting of January 25, 2022, which was seconded by Director Hudson. The motion passed.

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

**F. Old & New Business.**

**F-1 Fuels Management Program.**

The Board reviewed the item and accepted public comment.

Chief Riley reviewed the staff report. Items discussed included the Community Wildfire Prevention Plan (CWPP) and the 2022 Fuels Management Grant Cycle. The District recently applied for the CALFIRE Fire Prevention Grant for three fuels reduction projects identified in the DRAFT version of the CWPP. Staff responded to concerns about mitigating mudslide and avalanche danger due to forest fuels removal. Staff noted that avalanche forecasters have been engaged in the effort and that these important issues will be looked at carefully during the constraints analysis portion of the project development.

Public Comment –

Ms. Smolen and Mr. Stepner said The Friends of Squaw Creek Board of Directors have voiced support of preventative planning for fire and environmental protection and will be working with the Firewise Community on future grant applications.

**F-2 Friends of Squaw Creek Documentary**

The Board reviewed the item and accepted public comment.

The Friends of Squaw Creek presented a 16-minute video documentary summarizing the non-profit's efforts over the past four years. Katrina Smolen thanked the District for collaboration towards a shared watershed vision. There was a brief discussion about the expanded habitat that Ms. Smolen and residents are seeing within the Meadow.

Public Comment –

David Stepner and Katrina Smolen mentioned the creek restoration work included in the Village at Palisades Tahoe Specific Plan.

**F-3 Budget Preparation Schedule.**

The Board reviewed the item and accepted public comment.

Ms. Mueller reviewed the staff report. There was a brief discussion about the proposition 218 notices which must be mailed by May 13, 2022. The five-year rate study expired this past year and staff is working to set rates for the upcoming fiscal year.

Public Comment – None.

**F-4 California Special Districts Association (CSDA) – Board of Directors Nominations Seat B**

The Board reviewed the item, accepted public comment, and did not nominate a candidate.

Ms. Asher reviewed the staff report. The Directors voiced confidence in the incumbent Directors.

Public Comment – None.

#### **F-5 North Lake Tahoe Resort Association – Board of Directors Election**

The Board reviewed the item, accepted public comment, and cast a vote for Mike DeGroff, David Lockard, Dan Tester, Jill Schott, Tom Turner and Dave Wilderotter.

Ms. Asher reviewed the staff report. The Directors determined that the candidates running unopposed seemed well qualified and that Dave Wilderotter was best suited for the At-Large Open Seat.

Public Comment – None.

A motion to cast a vote for Mike DeGroff, David Lockard, Dan Tester, Jill Schott, Tom Turner, and Dave Wilderotter was made by Director Hover-Smoot and seconded by Director Hudson. The motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes

#### **F-6 Placer County 2021 Local Hazard Mitigation Plan (LHMP) Update.**

The Board reviewed the item, accepted public comment, and adopted Resolution 2022-02, approving the Placer County 2021 Local Hazard Mitigation Plan Update.

Mr. Burks reviewed the item. There was a brief discussion that drought was identified as a hazard in the plan due to the increased threat of climate change on water resources through the west, and in the Valley, and that projects will be developed to help address the concern.

Public Comment – None

Director Hover-Smoot made a motion to adopt Resolution 2022-02 approving the Placer County 2021 Local Hazard Mitigation Plan Update, which was seconded by Director Mercer. A roll call vote was taken. The motion passed.

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

#### **F-7 Carrier Commercial Service HVAC Maintenance Plan.**

The Board reviewed the item, accepted public comment, approved the maintenance plan contract with Carrier Commercial Service for the boiler at 305 Squaw Valley Road, and authorized the General Manager to execute the agreement.

Mr. Burks reviewed the staff report. Mr. Burks noted that Carrier Commercial Service is best suited to provide maintenance as the system is proprietary to Carrier.

Public Comment – None

Director Hover-Smoot made a motion to approve the maintenance plan contract with Carrier Commercial Service for the boiler at 305 Squaw Valley Road for \$18,200 and authorize the General Manager to execute the agreement. The motion was seconded by Director Mercer. The motion passed.

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

*Item F-9 was taken out of order.*

**F-9 Pension 115 Trust**

The Board reviewed the item, accepted public comment, adopted the Pension 115 Trust Funding Policy through adoption of Resolution 2022-04, authorized execution the California Employers' Pension Prefunding Trust Program Agreement with CalPERS, approved the CEPPT Delegation of Authority through adoption of Resolution 2022-05, and approved an initial funding investment of \$250,000 for the Utility Department and \$100 for the Fire Department.

Matt Goss, a representative from CalPERS, presented a summary of the Pension and Other Post-Employment Benefits (OPEB) 115 Trust Programs. Ms. Mueller and Mr. Geary reviewed the staff report, proposed policies, and anticipated operating procedures to keep the unfunded accrued liability at a 90% funded level.

The Board and Staff discussed the advantages and disadvantages of opening the Trusts. The primary disadvantage is that it is a less conservative financial investment than the District has historically participated in. The primary risks of not moving forward include needing to use operating budget, reserves, or increase rates if CalPERS's investment do not perform as expected in future years. Benefits of opening the trust include that the funds are more liquid than funds held in Certificate of Deposit accounts and the anticipated rate of return is higher. Due to the use restriction for Pension or OPEB benefits, Staff has completed and will regularly update financial models to ensure the District has not overinvested in the 115 Trusts. Staff said the portfolio diversification is moderately conservative and that the District's net position and financials will be improved by authorizing the 115 Trusts. Advantages of moving forward with CalPERS compared with a competitor include extensive experience, positive recommendations from neighboring Districts, and lower fees than other services.

**Public Comment – None**

- A. Director Mercer made a motion to adopt Resolution 2022-04 adopting the Pension 115 Trust Funding Policy, which 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
- B. Director Mercer made a motion to authorize entering the CEPPT Program's Agreement and Election of Olympic Valley Public Service District to Prefund Employer Contributions to a Defined Benefit Pension Plan, which was seconded by Director Hudson. The motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes
- C. Director Hover-Smoot made a motion to adopt Resolution 2022-05 Delegating the Authority to Request Disbursements for the California Employers' Pension Prefunding Trust, which was seconded by Director Mercer. A roll-call vote was taken, and the motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes
- D. Director Hover-Smoot made a motion to approve initial deposit into California Employers' Pension Prefunding Trust (CEPPT) of \$250,000 for the Utility Department and \$100 for the Fire Department, which was seconded by Director Mercer. The motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes



**F-8 Resolution 2022-03 “Adopting Revisions to the Financial Investment Policy.”**

The Board reviewed the item, accepted public comment, and adopted Resolution 2022-03, approving revisions to the Financial Investment Policy.

Ms. Mueller and Mr. Geary reviewed the staff report and the proposed changes. The proposed changes to the investment policy are a result of a change in investment strategy which is required if the Board decides to move forward with establishing 115 Trust accounts.

Public Comment – None

Director Hudson made a motion to adopt Resolution 2022-03 approving revisions to the Financial Investment Policy, which was seconded by Director Hover-Smoot. A roll-call vote was taken, and the motion passed.

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

**F-10 Other Post-Employment Benefit (OPEB) 115 Trust**

The Board reviewed the item, accepted public comment, adopted the OPEB 115 Trust Funding Policy through adoption of Resolution 2022-06, authorized execution the California Employers’ Retiree Benefit Trust Program Agreement with CalPERS, approved the CERBT Delegation of Authority through adoption of Resolution 2022-07, and approved an initial funding investment of \$25,000 for the Utility Department and \$25,000 for the Fire Department.

Ms. Mueller and Mr. Geary reviewed the staff report.

Public Comment – None

- A. Director Hudson made a motion to adopt Resolution 2022-06 adopting the OPEB 115 Trust Funding Policy, which was seconded by Director Hover-Smoot. A roll-call vote was taken, and the motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes
- B. Director Hover-Smoot made a motion to authorize entering the CERBT Program’s Agreement and Election of Olympic Valley Public Service District to Prefund Other Post- Employment Benefit Plans, which was seconded by Director Hudson. The motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes
- A. Director Mercer made a motion to adopt Resolution 2022-07 Delegating the Authority to Request Disbursements for the California Employers’ Retiree Benefit Trust, which 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
- B. Director Hover-Smoot made a motion to approve initial deposit into California Employers’ Retiree Benefit Trust (CERBT) of \$25,000 for the Utility Department and \$25,000 for the Fire Department, which was seconded by Director Mercer. The motion passed.  
Cox – Yes | Hover-Smoot – Yes | Hudson – Yes | Ilfeld – Absent | Mercer – Yes

## **G. Management Status Reports.**

### **G-1 Fire Department Report**

Chief Riley reviewed the report.

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

Mr. Burks reviewed the report. The discussion included staff training, aquifer levels and runoff production, the water meter replacement project, some high sewer flows, and a manhole cover sealant product.

### **G-3 Engineering Report**

Mr. Hunt reviewed the report and provided an update on the water meter training provided by Badger, West Tank Recoating Project, Pressure Zone 1A Project, Tank Inspection and Cleaning Project, Sewer Line Inspection Project, and developer driven projects including the Resort at Squaw Creek and Carville projects. The District is working on the Village at Palisades Tahoe development agreement, Mr. Hunt has been told a focused EIR amendment may be brought to the Board of Supervisors in late 2022 or early 2023. In response to a question from the Board, Mr. Hunt said the District has not heard an updated timeline on the PlumpJack redevelopment project, but the Operations Department disinfects the constructed well-hole as needed.

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

Ms. Asher reviewed the report. Mr. Geary discussed the transitions within the administrative staff outlined in the report.

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

Mr. Geary reviewed the report and highlighted the meetings and issues he has been focused on.

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

The Directors were encouraged to discuss any legal questions related to the District or their individual circumstances with Mr. Archer.

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

The Directors thanked staff for their work on the 115 Trusts and requested that Staff formally thank the Friends of Squaw Creek Board of Directors for their important work.

## **H. Adjourn.**

Director Hover-Smoot made a motion, seconded by Director Mercer to adjourn at 11:50 a.m. The motion passed.

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

By, J. Asher



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-1  
2 Pages

## FUELS MANAGEMENT PROGRAM

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Allen Riley, Fire Chief; Jessica Asher, Board Secretary

**SUBJECT:** Fuels Management Program – Update

**BACKGROUND:** Since November 2020, the District has worked to expand the Fire Department's Fuels Management Program. The Board of Directors directed staff to provide progress reports at its monthly meetings. A comprehensive update was provided at the November 2021 Board Meeting and is here:

[https://www.ovpsd.org/sites/default/files/F-1\\_2021-11-16\\_Fuels%20Management%20Program%20Board%20Mtg%20-%20Compiled-Rev.pdf](https://www.ovpsd.org/sites/default/files/F-1_2021-11-16_Fuels%20Management%20Program%20Board%20Mtg%20-%20Compiled-Rev.pdf)

**DISCUSSION:** CWPP

Staff continues to work with Deer Creek Resources and Wildland Rx on the District's Community Wildfire Protection Plan (CWPP). OVPSD staff provided comments on a draft version of the CWPP and is working closely with the consultant team to finalize the document. A final version should be ready in Spring 2022.

Green Waste Days

Staff is coordinating with the Firewise Community, Friends of Squaw Valley (FOSV), Palisades Tahoe, and Tahoe Truckee Sierra Disposal (TTSD) to host six green waste disposal days this summer. The events will be hosted by the District. FOSV committed to staffing the site with volunteers for the six GWDs, and Palisades Tahoe agreed to use of Lot 4 on Olympic Valley Road, across from the Fire Station. District staff is working with the FOSV and the Firewise Community to publicize the events and will provide the labor and equipment resources to clean-up and load the yard waste into containers on the six Mondays following each event.

The anticipated dates are as follows but subject to change based on the final approved version of the annual service agreement between TTSD and the District:

- #1 – Sunday, May 15, 2022
- #2 – Sunday, June 12, 2022
- #3 – Sunday, July 10, 2022
- #4 – Sunday, August 14, 2022
- #5 – Sunday, September 11, 2022
- #6 – Sunday, October 9, 2022

**ALTERNATIVES:** This report is informational only; no action is requested from the Board.

**FISCAL/RESOURCE IMPACTS:** The District was awarded a grant in the amount of \$31,898 from CALFIRE for the preparation of the Community Wildfire Protection Plan (CWPP). The District also executed a professional services agreement with Danielle Bradfield for grant writing consulting services in a not-to-exceed amount of \$10,000; 65% of this contract has been used to date. Staff spends a significant amount of time developing our Fuels Management Program.

Expenses related to the Green Waste Events will be paid from rates and the Garbage Fixed Asset Replacement Fund (FARF); the current balance of the Garbage FARF is \$155,181. The costs estimated for this program include administration and labor expenses and are approximately \$1,600/event if FOSV provides volunteers to staff each GWD. Negotiations with TTSD for the 2022-2023 Garbage Contract include the delivery, pick-up, and disposal of 30-cubic yard dumpsters on the six Mondays following each GWD.

**RECOMMENDATION:** This report is informational only; no action is requested from the Board.

**ATTACHMENTS:** None.

**DATE PREPARED:** March 24, 2022

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# GRANITE VIEW

## PROJECT INTRODUCTION

OVPD BOARD MEETING  
MARCH 29, 2022

Project Owners - Carville Family:

Phil Carville, Jen Rosser, Mike Carville, Julie Carville



# CARVILLE FAMILY

## PHIL CARVILLE

- PAST PRESIDENT OF NORTHSTAR SKI RESORT
- REDEVELOPED OLD OLYMPIC TRAINING CENTER INTO THE OLYMPIC VILLAGE INN, INDIAN HILLS CONDOS IN NORTHSTAR
- ON THE ORIGINAL SVMAC IN 1983
- LIVED IN TRUCKEE AND OLYMPIC VALLEY FOR 25 YEARS

## JULIE CARVILLE

- BOTANIST, PHOTOGRAPHER, LECTURER AND THE AUTHOR OF LINGERING IN TAHOE'S WILD GARDENS, TREES AND SHRUBS OF NEVADA & PLACER COUNTY
- LEAD BOTANY & PHOTOGRAPHY TRIPS FROM OVI
- LIVED IN TRUCKEE AND OLYMPIC VALLEY FOR 25 YEARS

## JEN ROSSER

- 18 YRS MANAGING ENERGY EFFICIENCY & ENVIRONMENTAL PROGRAMS: SIERRA BUSINESS COUNCIL, NV ENERGY, CA NATURAL RESOURCES AGENCY, US EPA, FRIENDS OF THE RIVER
- LIVED IN TRUCKEE AND OLYMPIC VALLEY FOR OVER 30 YEARS
- PLANS TO MOVE BACK TO OLYMPIC VALLEY IN A FEW YEARS

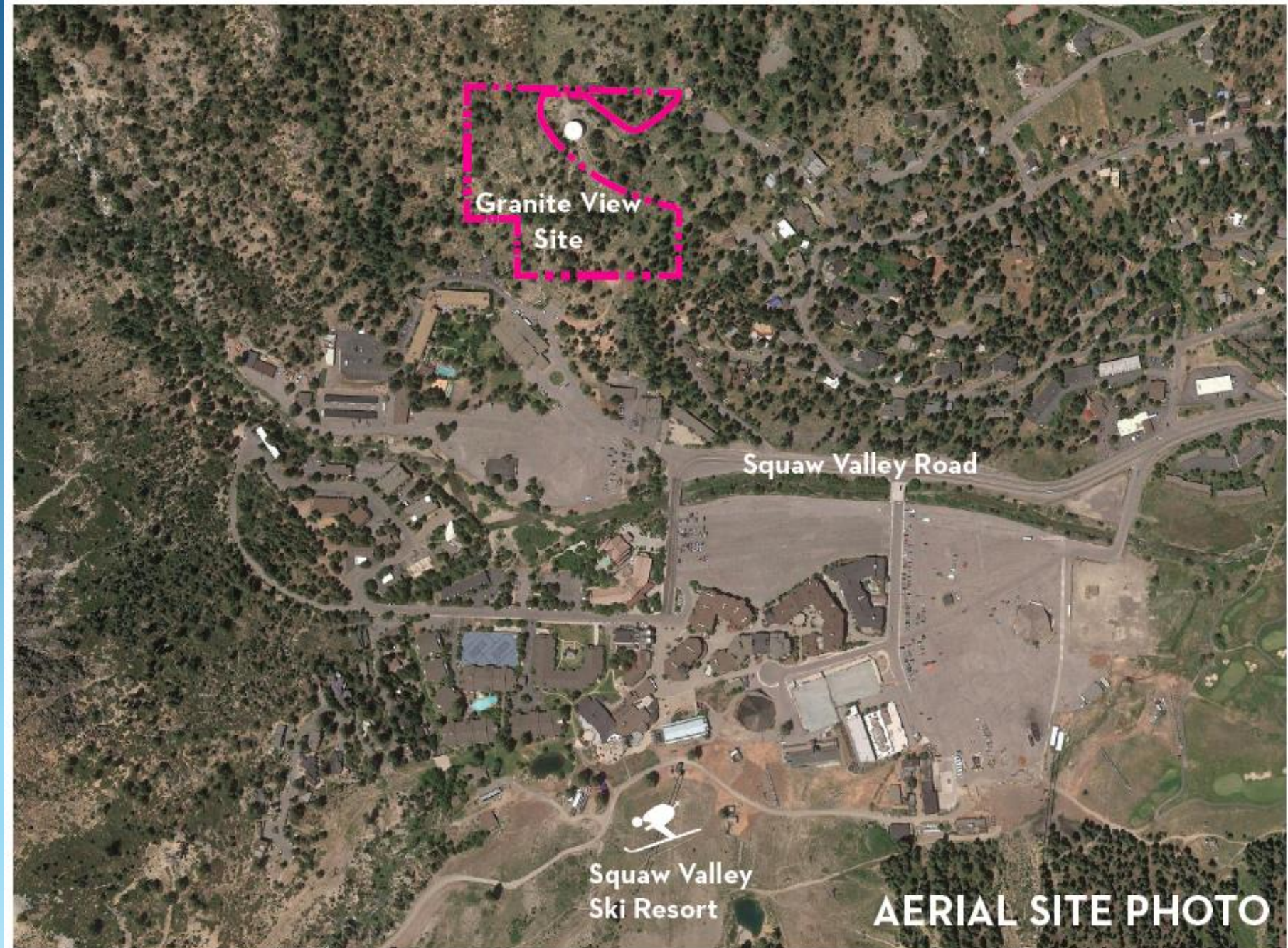
## MIKE CARVILLE

- HEALTH AND FITNESS CLUB OWNER AND AUTHOR OF SEVERAL TAHOE ROCK CLIMBING GUIDEBOOKS
- LIVED IN TRUCKEE AND OLYMPIC VALLEY FOR OVER 30 YEARS
- MAY MOVE BACK TO OLYMPIC VALLEY ONCE RETIRED



# GRANITE VIEW SITE

8-ACRE SITE  
OWNED BY CARVILLE  
FAMILY FOR 42 YEARS



## PROJECT OBJECTIVES

- ❖ CREATE A UNIQUE DESTINATION THAT ENABLES PEOPLE TO CONNECT WITH THE ENVIRONMENT BY PROVIDING HILLSIDE FOOTPATH, HOT TUBS, YOGA PLATFORM, MEDITATION HUT, AND TEA HOUSE THAT REFLECT THE NATURAL BEAUTY OF OLYMPIC VALLEY
- ❖ DEVELOP AN ALTERNATIVE TO LOW-DENSITY, SPRAWLING, SINGLE-FAMILY HOMES: A HIGH-DENSITY PROJECT THAT IS AN EFFICIENT USE LAND AND ENERGY
  - ❖ SOLAR PV & SOLAR THERMAL ENERGY, HYDRONIC HEATING COMMON AREA, CENTRAL ENERGY MANAGEMENT HUB, HIGHLY INSULATED ENVELOPE, NATURAL LIGHT AND VENTILATION, LOW OR NO VOC MATERIALS, GREEN BUILDING MATERIALS, WATER CONSERVATION APPLIANCES
  - ❖ HIGH DENSITY TO MEET NUMBER OF SKIERS IN VALLEY AND ENCOURAGE OVERNIGHT STAYS TO REDUCE TRAFFIC TO TAHOE CITY AND TRUCKEE
- ❖ CONTRIBUTE TO THE LOCAL ECONOMY THROUGH THE CREATION OF NEW JOBS, EXPANSION OF THE LOCAL TAX BASE, NEW CAPITAL INVESTMENT

## PROJECT APPROVALS

- ❖ CONDITIONAL USE PERMIT (NO GENERAL PLAN AMENDMENT, NO REZONE)
- ❖ VESTING TENTATIVE MAP
- ❖ DESIGN REVIEW



# PROJECT SUMMARY

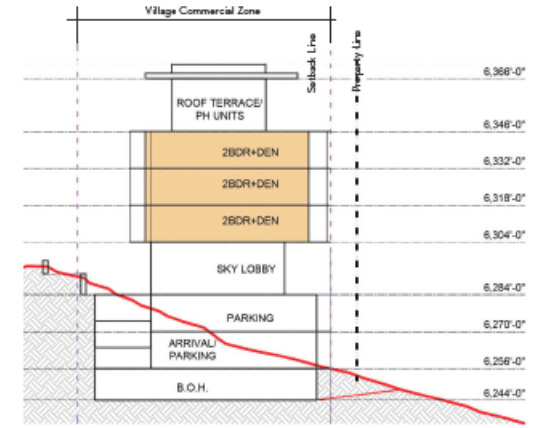
- ❖ 7.82-ACRE SITE
- ❖ 50 WHOLE OWNERSHIP CONDOS (FOUR AND A HALF LEVELS)
- ❖ 2 WORKFORCE HOUSING UNITS
- ❖ OUTDOOR AMENITIES
- ❖ UNDERGROUND PARKING (TWO LEVELS)
- ❖ BASEMENT FOR MECHANICAL UNDER PARKING
- ❖ WATER AND SEWER ON SITE
- ❖ POWER WITHIN 50 FEET OF SITE

## AREA SUMMARY

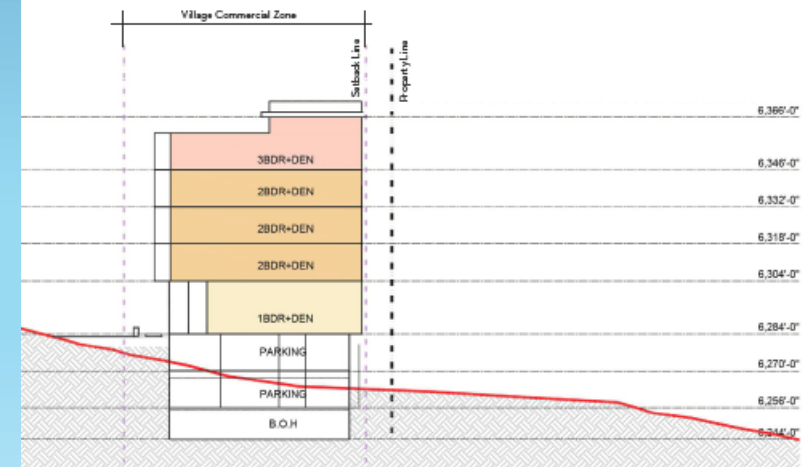
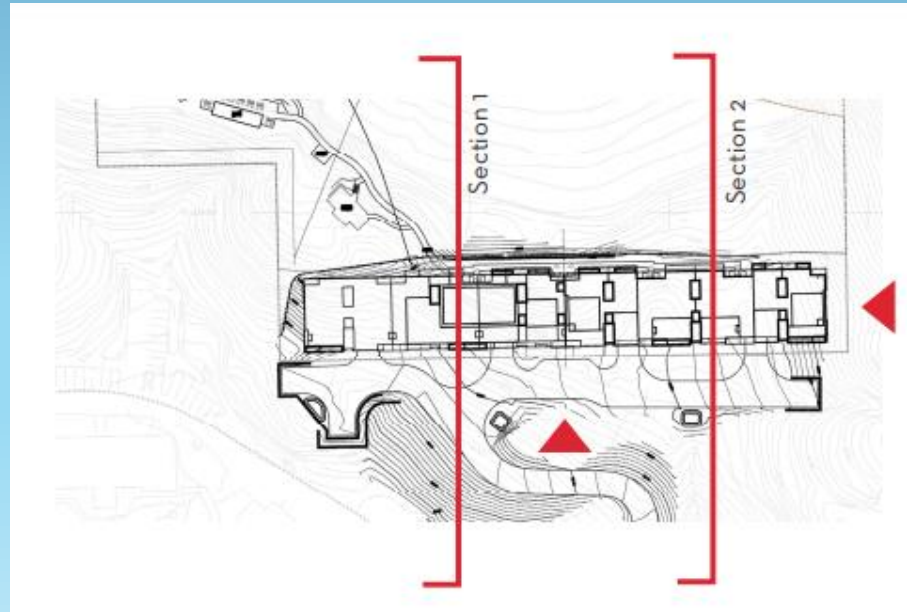
Gross Floor Area (GFA)		
Area	Unit count	Area (sq ft)
Total Unit Area	50	138,802
Public areas (Lobby & Clubhouse)		7,610
Employee Housing	2	2,546
Circulation		21,824
<b>TOTAL</b>	<b>52</b>	<b>170,782</b>
BOH		38,520
Mechanical/ Storage/ other		5,191
Parking Structure	121	63,055

\* basement area

\* basement area



SECTION 1



SECTION 2

# COMPLIANCE WITH SQUAW VALLEY GENERAL PLAN AND PLACER COUNTY ZONING ORDINANCE:

- ❖ VILLAGE COMMERCIAL ZONING 1.3 ACRES: GENERAL PLAN STATES HOTELS ARE AN ESSENTIAL ELEMENT IN VC. VC IS INTENDED FOR HIGH DENSITY TOURIST LODGING IN A PEDESTRIAN FRIENDLY ENVIRONMENT ORIENTED TOWARD THE SKI RESORT
  - ❖ PERMITTED USES: HOTELS, CONDOS, PARKING LOTS/GARAGES
  - ❖ NON PERMITTED USES: SINGLE FAMILY HOMES
- ❖ FOREST RECREATION 1.6 ACRES
  - ❖ PERMITTED USES: OUTDOOR AMPHITHEATER, STABLES, TENNIS COURTS, SKI LIFTS
  - ❖ PROPOSING: HOT TUBS, POOL & BATHROOM, YOGA PLATFORMS, MEDITATION HUT, TEAHOUSE
- ❖ SITE LOCATION REDUCES DEPENDANCE ON AUTOMOBILE. PROJECT IS WITHIN A 3-MINUTE WALK TO FUTURE VILLAGE SITE AND 8-MINUTE WALK TO EXISTING VILLAGE
- ❖ 83% OF PARCEL REMAINS OPEN SPACE, LOWER PORTION DEVELOPED AND CONTIGUOUS TO FUTURE PHASES OF VILLAGE COMMERCIAL AT PALISADES TAHOE TO THE SOUTH AND WEST
- ❖ PROJECT COMPLIES WITH FLOOR AREA, DENSITY, SLOPE, AND PARKING REQUIREMENTS OF THE SQUAW VALLEY GENERAL PLAN



# VESTING TENTATIVE MAP

- ❖ ALTERRA VILLAGE COMMERCIAL TO WEST
- ❖ ALTERRA VILLAGE COMMERCIAL TO SOUTH
- ❖ SINGLE FAMILY LOTS TO THE NORTH AND EAST
- ❖ ACCESS EASEMENT ROAD ALTERRA PARCEL TO SOUTH





INSPIRED  
BY

WORLD RENOWN  
EUROPEAN SKI VILLAGES:

VAL D'ISERE, FRANCE







ZERMATT, SWITZERLAND

WORLD RENOWN  
EUROPEAN SKI VILLAGES:

INSPIRED  
BY



INSPIRED  
BY

WORLD RENOWN  
EUROPEAN SKI VILLAGES:

ST. MORITZ, SWITZERLAND





INSPIRED  
BY

WORLD RENOWN  
EUROPEAN SKI VILLAGES:

SOELDEN, TIROL, AUSTRIA





INSPIRED  
BY

WORLD RENOWN  
AMERICAN SKI VILLAGES:

PARK CITY, UTAH







CRESTED BUTTE, COLORADO

WORLD RENOWN  
AMERICAN SKI VILLAGES:

INSPIRED  
BY



# GRANITE VIEW BUILDING ON SITE



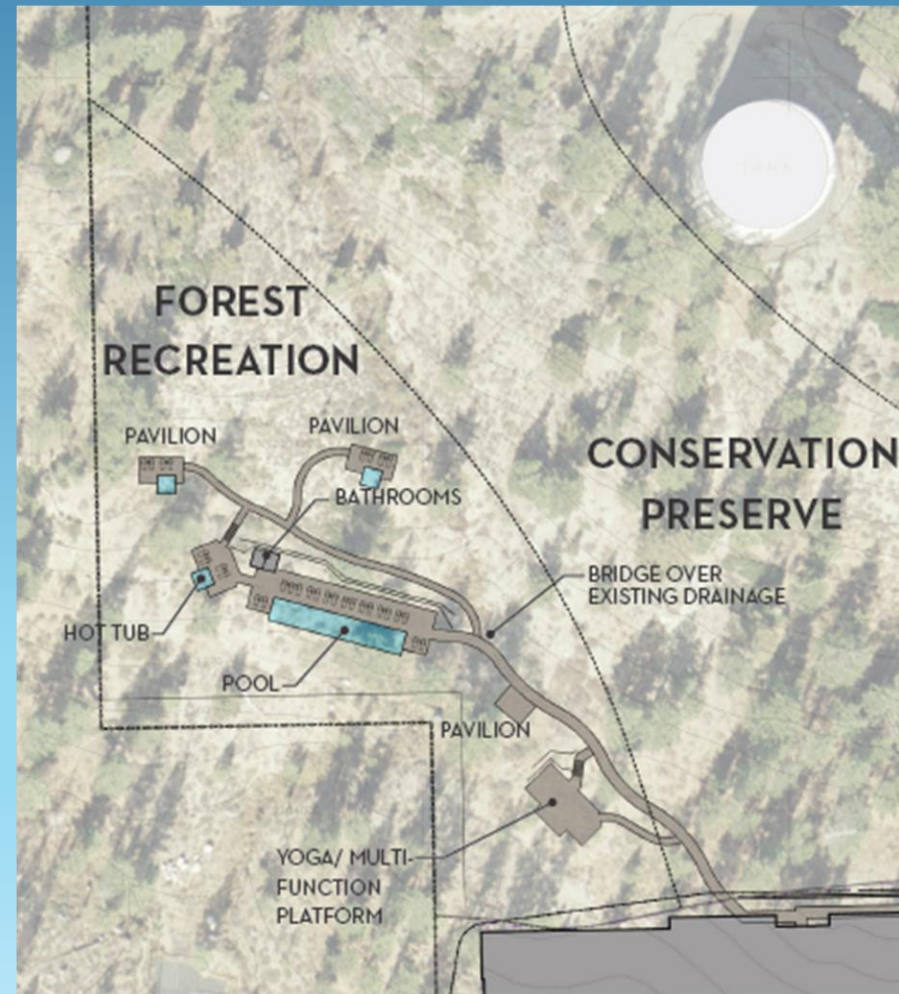
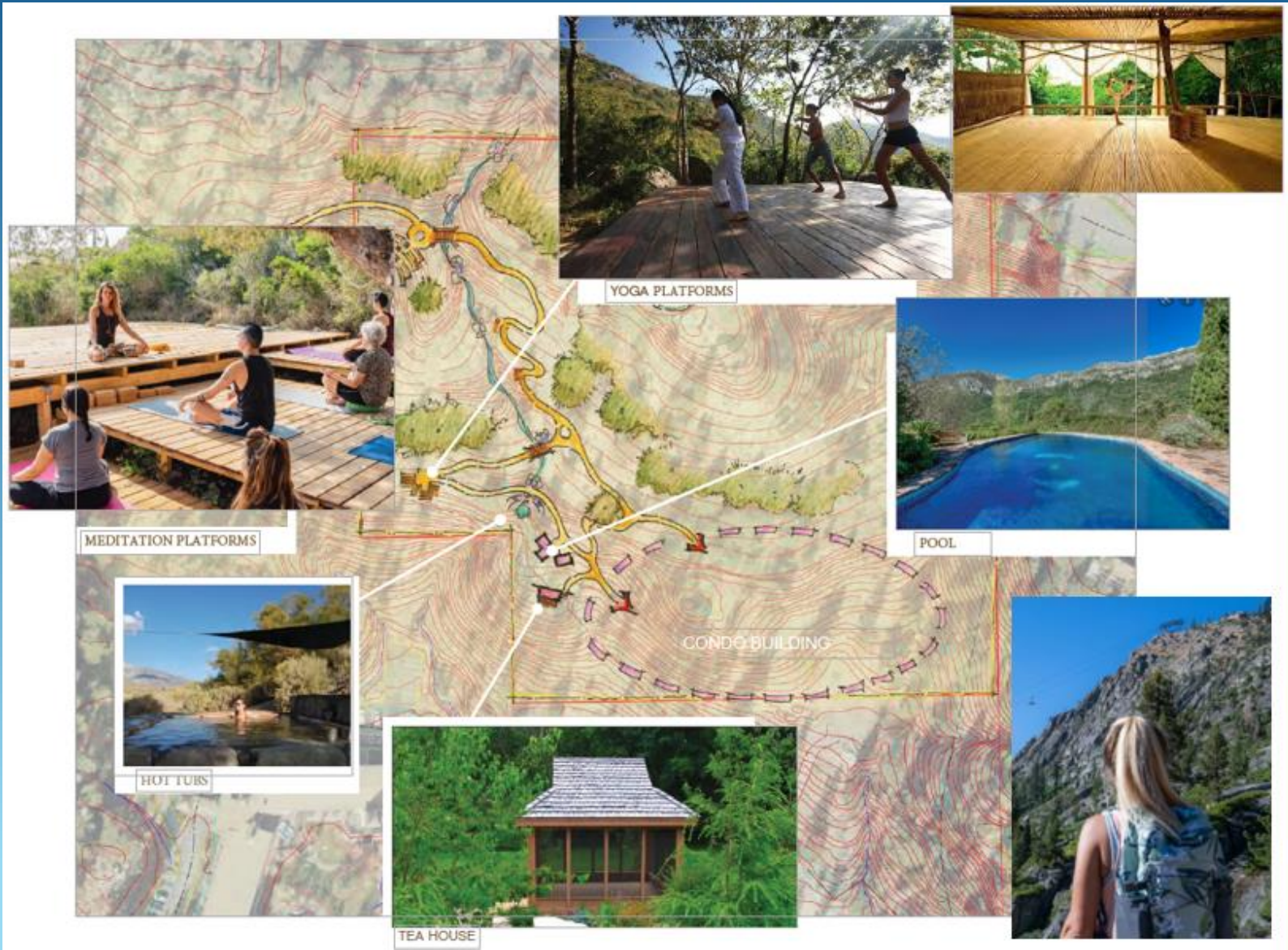


# ROOFTOP DECK





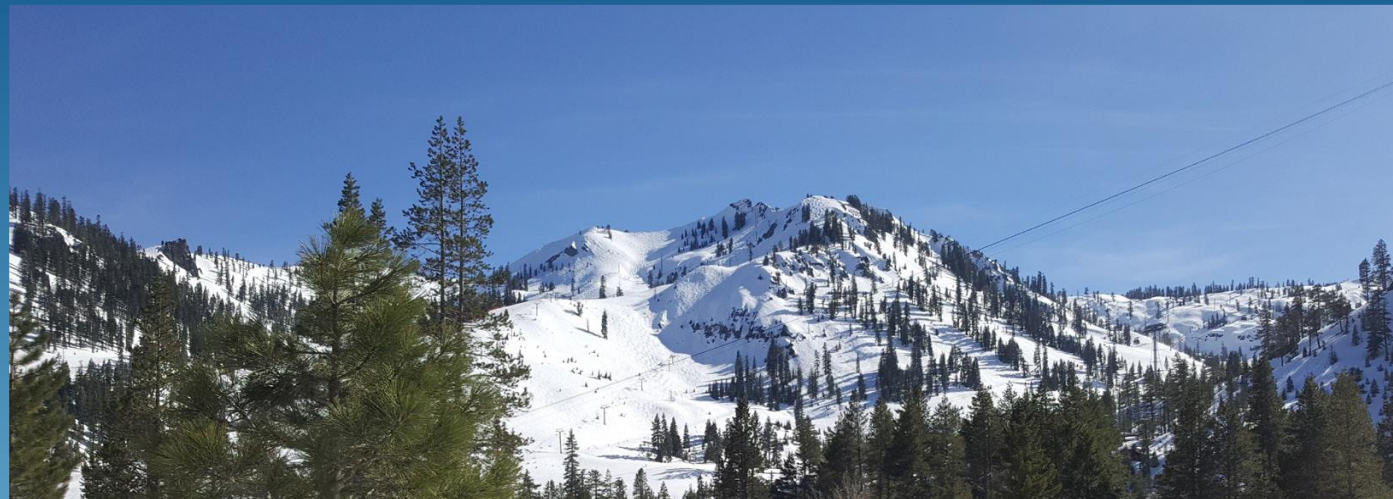
# CONNECTION TO ENVIRONMENT



- ❖ YOGA, MEDITATION CLASSES ON SITE
- ❖ BOTANY, PHOTOGRAPHY CLASSES LED FROM SITE
- ❖ HIKING, SNOW SHOEING TRIPS FROM SITE



## VIEWS FROM SITE



- ❖ VIEW TO OVI HUB BUILDING
- ❖ VIEW TO ROPES COURSE







VIEW 1 - ORIGINAL



VIEW 1 - PROPOSED

# VIEWS TOWARD SITE





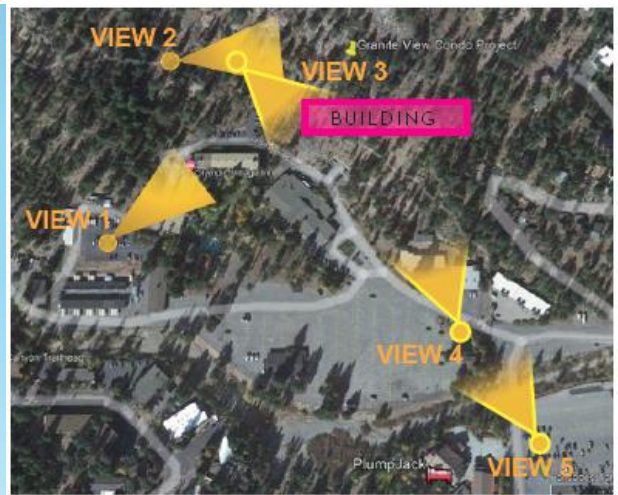


VIEW 2 - ORIGINAL



VIEW 2 - PROPOSED

# VIEWS TOWARD SITE







# VIEWS TOWARD SITE



VIEW 3 - ORIGINAL



VIEW 3 - PROPOSED





VIEW 4 - ORIGINAL



VIEW 4 - PROPOSED

## VIEWS TOWARD SITE







VIEW 5 - ORIGINAL



VIEW 5 - PROPOSED

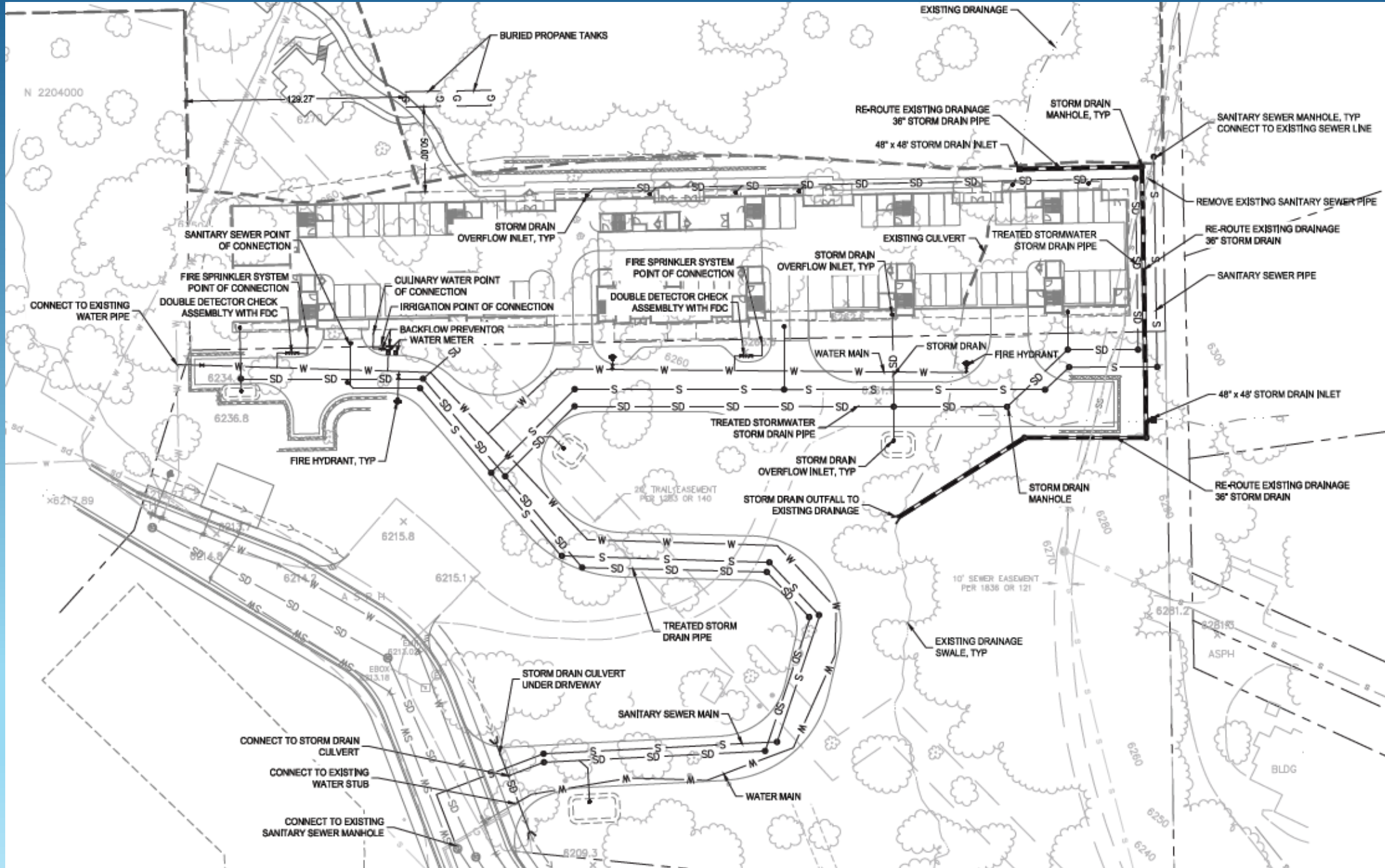
# VIEWS TOWARD SITE





# UTILITY PLAN

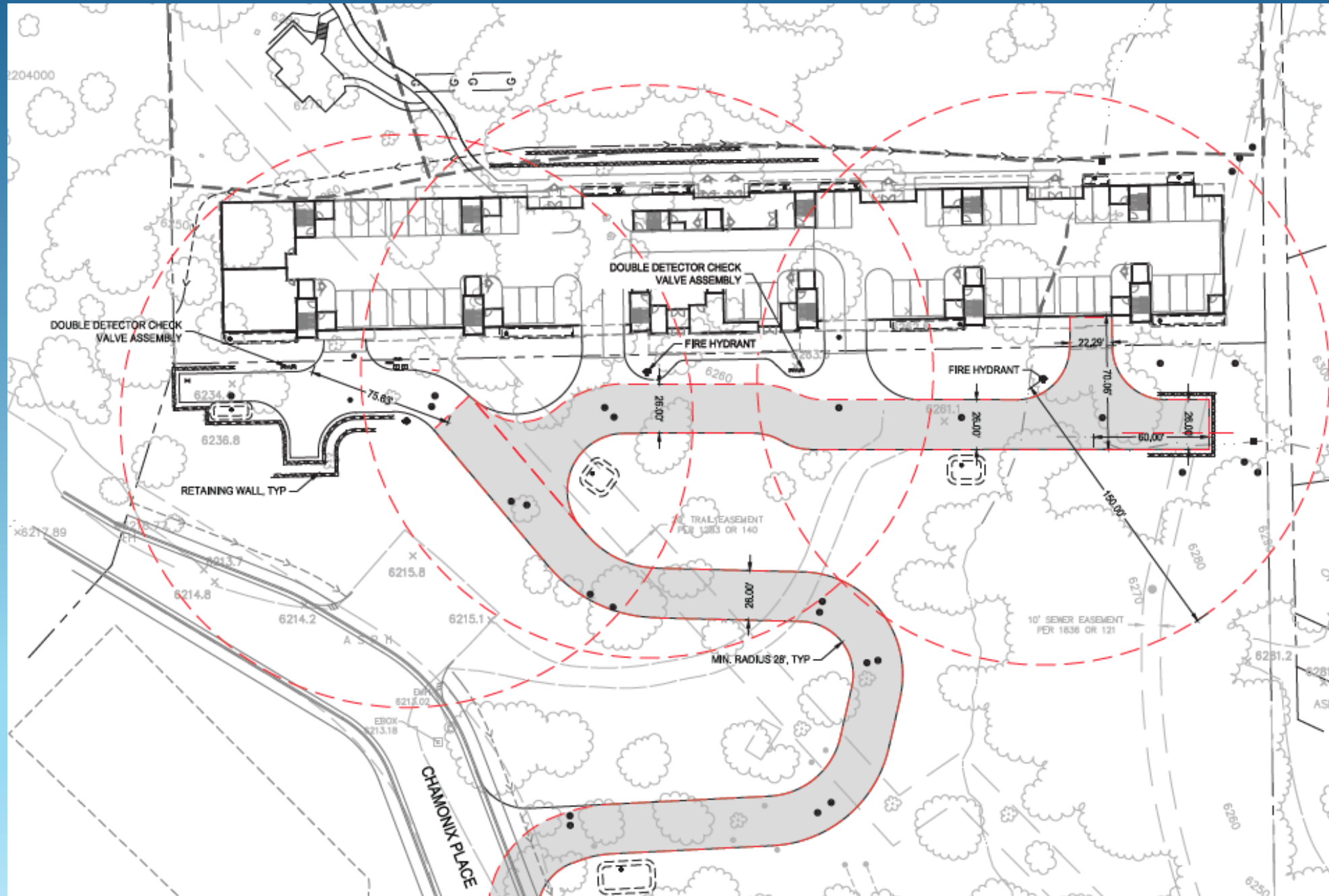
- ❖ WATER AND SEWER EXISTING ON SITE
- ❖ POWER WITHIN 50 FEET OF SITE



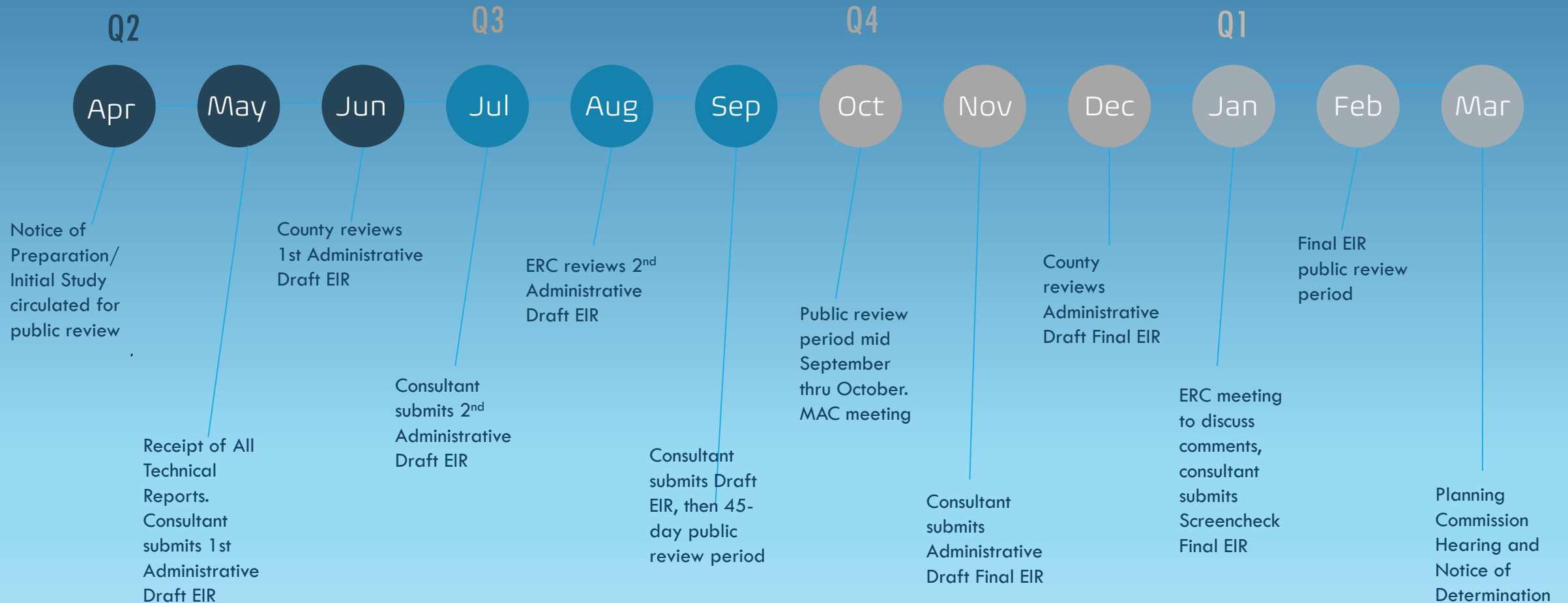


# EMERGENCY ACCESS

- ❖ 4 ACCESS POINTS
- ❖ 2 FIRE ENGINE TURN OUTS
- ❖ ENTIRE BUILDING SPRINKLERED
- ❖ BASEMENT DESIGNED FOR SHELTER IN PLACE



# TIMELINE 2022-23





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## Fiscal Year 2022-23 Budget Memorandum

**DATE:** March 29<sup>th</sup>, 2022

**TO:** District Board Members

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

**SUBJECT:** 2022-23 Budget Assumptions-First Draft

**BACKGROUND:** The District prepares a budget each fiscal year to provide a cohesive plan of operations to conduct the utility and fire protection functions within its jurisdiction. This budget includes appropriate staffing, operating expenses, capital improvements, and capital replacements. Likewise, the budget determines the applicable rates necessary to support these operations.

**DISCUSSION:** The proposed budget has been prepared with a focus on establishing adequate reserves of the District’s Fixed Asset Replacement Funds (FARF’s) while supporting the required resources to provide consistent and quality utility and fire protection and emergency medical services to the community.

During the budget preparation process, the Board’s attention is drawn to estimated changes in property tax, changes in rate revenue, proposed utility rate increases, debt reduction or proposed new debt, operating budgets, capital budgets, pension expenses, and contributions to Fixed Asset Replacement Funds (FARFs).

Note this is still early in the budget process and a few assumptions were made while details are being researched. The following paragraphs discuss highlights, requirements to fund the replacement/repair of aging infrastructure, and the rates necessary to support the District’s levels of service.

The District equitably charges rates for water and sewer based on different customer classes and the use of each system. Rates are determined with consideration of a 100-year Capital Replacement Plan and the emphasis to fund FARFs to replace capital assets as they reach the end of their useful lives. Adequately funding FARFs preclude the need to seek alternative funding options such as special assessments, debt financing, and/or sharp rate increases. The

District is currently seeing the need to fund the water FARF at approximately \$550,000 per year, the sewer FARF at \$450,000 per year, and the Fire FARF at \$250,000 to be fully funded. Note the District plans to perform a new 5-year Cost of Service and Rate Study in FY2023 and is estimated to cost \$60,000.

The 2022-23 rate increases (e.g., 4% for water, 5% for sewer, and 10% for Garbage) provide funding to achieve budgeted revenue requirements. The water and sewer rate increases are consistent with prior year. The garbage increase is a result of the contract with Truckee Tahoe Sierra Disposal increasing 6% for two consecutive years. For this first draft, rate revenue is budgeted to be approximately \$3.9 million. The water billing cycle will end at the end of April 2022 at which point the rate revenue for the FY 2022-23 budget will be finalized. Please see the current Prop. 218 rate notice attached which is scheduled to be mailed in May.

Wages and benefits for staff in the Operations and Administration Departments will likely be affected by negotiations of a new Memorandum of Understanding (MOU), effective July 1, 2022. The District plans to complete negotiations, conduct a salary survey, and consider inflationary pressures before finalizing new salary scales.

Minimum required contributions to the CalPERS Unfunded Accrued Pension Liability (UAL) increased by \$22,000, to \$103,000 for the Miscellaneous group. The District reached a 90% funding level as of the June 30, 2021 valuation. This is due to an additional \$1,000,000 payment made in Fiscal Year 2020 as well as an additional \$600,000 payment made in Fiscal Year 2021. However, in FY2022 CalPERS reduced the discount rate from 7% to 6.8% and the funding impacts will not be known until approximately August 2022. The Fire Department minimum required contribution increased by \$28,000, to \$254,000. The Fire Department is expected to reach a 90% funding level in Fiscal Year 2026. This will require additional annual payments of \$200,000 for the next four years. This may be funded with an inter-company loan from the Utility FARFs if Strike Team and property tax revenues are insufficient.

In March of 2022, the District established a California Employers' Pension Prefunding Trust (CEPPT) and a California Employers' Retiree Benefit Trust (CERBT) with CalPERS for the purpose of prefunding retiree pension and health obligations. The District contributed \$250,000 to establish a CEPPT for the Utility Department as they reached a 90% funding level. The District contributed \$50,000 among both the Fire and Utility Department to establish a CERBT in order to reduce the actuarial determined unfunded post-employment benefit (OPEB) liability. In FY2023, at a minimum, the District will contribute another \$50,000 to the CERBT as we work toward a fully funded status.

In 2004, the District received a loan for the construction of the Administration Building / Fire Station 21 at 305 Olympic Valley Road for \$2,000,000 from the California Infrastructure and Economic Development Bank, payable over 25 years at 3.63% annual interest. The remaining balance (with interest) is approximately \$853,000. This is scheduled to be paid off by August of 2028 and is being paid with funds budgeted by the Utility Department. However, the District can accelerate the payback period and save on interest by making additional payments. As such, the total principal and interest payment for FY22-23 is budgeted at \$123,000, with an additional principal payment budgeted at \$200,000.

The District has approximately \$3.5 million in capital projects planned for the coming year. This includes \$600,000 for recoating the interior of the West Tank, \$300,000 for year two of a District-wide water meter replacement program, \$1,500,000 for sewer line rehabilitation, \$50,000 for repairs to the New Holland, \$50,000 for a regional training facility for the Fire Department, and lastly \$250,000 for the replacement of the Fire Department's 2,100-gallon Water Tender.

Ad Valorem property tax revenue is estimated to increase 0.87% from the anticipated 2022 revenue, for a total of \$3,900,000. This is calculated using the 2021/22 Placer County assessed property tax multiplied by the 2022/23 California CPI, and then multiplied again by the Adjusted Gross Levy percentage of each of our funds.

**ALTERNATIVES:** As this is an early draft of the budget, staff is seeking input from the Finance Committee and the Board of Directors. A second draft of the budget will be prepared for the April 26<sup>th</sup>, 2022 Board meeting, a third draft for the May 31<sup>st</sup>, 2022 Board meeting, with a final draft and adoption scheduled for the June 28<sup>th</sup>, 2022 Board meeting.

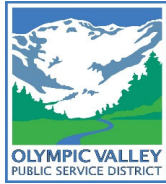
**FISCAL/RESOURCE IMPACTS:** The District's budget is the core document that identifies anticipated "*fiscal and resource impacts*". It serves as a short term and long term map for how the District will carry out its financial plan. It allows staff to properly plan for the future and consider problems before they arise. The District operates on approximately \$3.9 million in rate revenue and \$3.9 million in tax revenue annually. These funds are used to cover operations, pay for capital projects (estimated to be over \$3.5 million in 2022–2023), pay off the CalPERS unfunded accrued liability (\$4.6 million as of June 30<sup>th</sup>, 2021), and save for the future. In order to do that the budget must detail estimates of costs, revenues, capital projects, and reserve funds. It's the goal of the District to always be fully funded and avoid significant rate increases or debt financing. A balanced budget helps achieve that goal.

**RECOMMENDATIONS:** Engage in discussions with the Board, staff, and community about the District's levels of service and whether we are meeting our service goals and objectives. Consider how the District manages the assets necessary to deliver water, sewer, fire protection and emergency medical services. Understand the District's current financial position and the challenges it faces. Ensure adequate and dedicated FARF contributions are maintained based on the District's capital replacement needs and other budgetary priorities.

- ATTACHMENTS:**
- Financial Summary: FY 2022-23 Budget (1 page)
  - Utility Operating Budget for Fiscal Year 2022-23 (1 page)
  - Fire Operating Budget for Fiscal Year 2022-23 (1 page)
  - Capital Projects Summary: FY 2022-23 Budget (1 page)
  - Water FY 2023-27 Proposed Budget (6 pages)
  - Water Capital Improvements: FY 2023-27 Proposed Budget (1 page)
  - Water 100-year FARF projection (1 page)
  - Sewer FY 2023-27 Proposed Budget (6 pages)
  - Sewer Capital Improvements: FY 2023-27 Proposed Budget (1 page)
  - Sewer 100-year FARF projection (1 page)
  - Fire FY 2023-27 Proposed Budget (6 pages)
  - Fire Capital Improvements: FY 2023-27 Proposed Budget (1 page)
  - Fire 100-year FARF projection (1 page)
  - 2017 Prop 218 Rate Increase Notice FY2023 (1 page)

**DATE PREPARED:** March 23<sup>rd</sup>, 2022



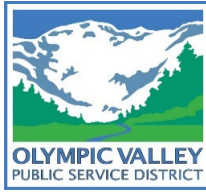


# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

## FINANCIAL SUMMARY FOR BUDGET YEAR 2022 - 2023



	Water	Sewer	Garbage	Bike Trail	Total Utility	Total Fire	Water Capital	Sewer Capital	I&I	Fire Capital	Consolidated
	4%	5%	10%	0%							
<b>Revenue</b>											
Rate Revenue	\$ 2,133,631	\$ 1,537,790	\$ 326,040	\$ -	\$ 3,997,461	\$ -	\$ 60,000	\$ 15,000	\$ 15,000	\$ 16,500	\$ 4,103,961
Tax Revenue	20,000	20,000	-	-	40,000	3,864,022					3,904,022
Other Misc Revenue	561,968	59,366		46,000	667,333	55,035					722,368
UAL Loan from Utility Dept					-	200,000					200,000
<b>Total Revenue</b>	<b>2,715,599</b>	<b>1,617,155</b>	<b>326,040</b>	<b>46,000</b>	<b>4,704,794</b>	<b>4,119,057</b>	<b>60,000</b>	<b>15,000</b>	<b>15,000</b>	<b>16,500</b>	<b>8,930,351</b>
<b>Expenses</b>											
Payroll & Benefits	1,102,739	1,124,386	-	-	2,227,125	3,281,720					5,508,845
Operating Expenses	576,331	361,063	312,499	21,000	1,270,893	397,663					1,668,556
<b>Debt</b>											
Building Loan	48,633	48,633			97,265	-					97,265
PERS UAL Loan to Fire Dept	200,000				200,000	-					200,000
PERS UAL Additional Payment						200,000					200,000
Additional Building Loan Payment	200,000	-			200,000	-					200,000
FARF Contributions	400,000	75,000	13,500	25,000	513,500	200,000					713,500
<b>Total Expenses &amp; Debt</b>	<b>2,527,703</b>	<b>1,609,081</b>	<b>325,999</b>	<b>46,000</b>	<b>4,508,784</b>	<b>4,079,382</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,588,166</b>
<b>Surplus (Loss)</b>	<b>187,895</b>	<b>8,074</b>	<b>41</b>	<b>-</b>	<b>196,010</b>	<b>39,674</b>	<b>60,000</b>	<b>15,000</b>	<b>15,000</b>	<b>16,500</b>	<b>342,185</b>
Surplus FARF/Capital Contributions	(187,895)	(8,074)	(41)	-	(196,010)	(39,674)	(60,000)	(15,000)	(15,000)	(16,500)	(342,185)
<b>Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Capital /FARF Rollforward</b>											
<b>Begin Balance 7/1/22</b>	<b>1,465,670</b>	<b>2,698,860</b>	<b>135,754</b>	<b>49,767</b>	<b>4,350,051</b>	<b>1,189,238</b>	<b>1,251,769</b>	<b>279,634</b>	<b>166,818</b>	<b>186,126</b>	<b>7,423,635</b>
Capital Projects	(987,875)	(1,566,875)	(9,375)	-	(2,564,125)	(463,375)	(460,000)	-	-	(50,000)	(3,537,500)
Contributions (from above)	587,895	83,074	13,541	25,000	709,510	239,674	60,000	15,000	15,000	16,500	1,055,685
Funding from FARFs to Capital	-				-	-	-	-	-	-	-
<b>End Balance 6/30/23</b>	<b>1,065,690</b>	<b>1,215,059</b>	<b>139,920</b>	<b>74,767</b>	<b>2,495,436</b>	<b>965,537</b>	<b>851,769</b>	<b>294,634</b>	<b>181,818</b>	<b>152,626</b>	<b>4,941,820</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
UTILITY & ADMINISTRATIVE DEPARTMENT  
OPERATING BUDGET FOR FISCAL YEAR 2022-2023**



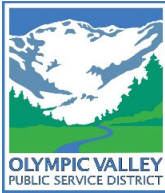
	<b>2020 - 21 ACTUAL</b>	<b>2021 - 22 BUDGET</b>	<b>2021 - 22 EXPECTED</b>	<b>2022-23 BUDGET</b>	<b>Inc/ (Dec) from Prior Year</b>	<b>% CHANGE</b>
<b>REVENUES:</b>						
Water Revenue - Rates	\$1,941,808	\$ 2,034,492	\$ 2,038,557	\$ 2,133,631	\$ 95,074	4.7%
Water Revenue - Property Tax	37,662	10,000	10,000	20,000	10,000	100.0%
Sewer Revenue - Rates	1,457,337	1,429,608	1,436,988	1,537,790	100,802	7.0%
Sewer Revenue - Property Tax	37,662	10,000	10,000	20,000	10,000	100.0%
Garbage Revenue	282,502	294,120	296,614	326,040	29,426	9.9%
Rental Revenue	63,448	63,299	63,299	63,299	(0)	0.0%
Bike Trail Snow Removal	46,000	46,000	46,000	46,000	-	0.0%
Mutual Water Co O&M	108,693	112,349	112,349	-	(112,349)	-100.0%
Grants, Surplus, Admin, Billable	67,929	107,259	193,102	558,034	364,932	189.0%
<b>TOTAL REVENUE:</b>	<b>\$ 4,043,041</b>	<b>\$ 4,107,128</b>	<b>\$ 4,206,910</b>	<b>\$ 4,704,794</b>	<b>\$ 497,884</b>	<b>11.8%</b>
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 1,453,308	\$ 1,449,461	\$ 1,360,603	\$ 1,416,208	\$ 55,605	4.1%
Benefits	978,398	808,832	840,916	810,917	(29,999)	-3.6%
Field Expenses	482,056	536,326	554,904	554,649	(255)	0.0%
Board Expenses	50,837	51,850	51,850	52,164	314	0.6%
Consulting Services	71,124	262,340	102,055	253,588	151,533	148.5%
Insurance	67,866	64,760	66,125	69,492	3,367	5.1%
Licenses/Permits/Contracts	41,522	43,994	42,058	44,674	2,616	6.2%
Office Expenses	50,763	65,070	54,270	72,660	18,390	33.9%
Travel, Meetings & Recruitment	8,337	15,300	10,600	15,766	5,166	48.7%
Utilities	131,373	134,226	144,105	161,194	17,089	11.9%
Bike Trail	13,937	21,000	21,000	21,000	-	0.0%
Interest & Misc	66,807	29,175	29,175	25,706	(3,469)	-11.9%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,416,328</b>	<b>\$ 3,482,335</b>	<b>\$ 3,277,662</b>	<b>\$ 3,498,019</b>	<b>\$ 220,357</b>	<b>6.7%</b>
<b>Net Income (Loss) Before Non-Operating Expenses</b>	<b>\$ 626,713</b>	<b>\$ 624,793</b>	<b>\$ 929,248</b>	<b>\$ 1,206,775</b>	<b>\$ 277,527</b>	<b>0</b>
<b>NON - OPERATING EXPENSES:</b>						
Building Loan	91,097	94,130	94,130	97,265	3,135	3.3%
Additional Building Loan Payment	-	-	-	200,000	200,000	0.0%
PERS UAL Loan to Fire Department	-	200,000	-	200,000	200,000	0.0%
Annual Side-Fund Loan Pymt	76,571	74,341	74,341	-	(74,341)	-100.0%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ 167,668</b>	<b>\$ 368,471</b>	<b>\$ 168,471</b>	<b>\$ 497,265</b>	<b>\$ 328,794</b>	
<b>OPERATING SURPLUS/ (LOSS)</b>	<b>\$ 459,045</b>	<b>\$ 256,322</b>	<b>\$ 760,777</b>	<b>\$ 709,510</b>	<b>\$ (51,267)</b>	<b>\$ 0</b>
<b>TRANSFER TO FARF</b>	<b>(459,045)</b>	<b>(256,322)</b>	<b>(760,777)</b>	<b>(709,510)</b>	<b>51,267</b>	<b>(0)</b>
<b>BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
FIRE DEPARTMENT  
OPERATING BUDGET FOR FISCAL YEAR 2022-2023**



	2020 - 21 ACTUALS	2021 - 22 BUDGET	2021 - 22 EXPECTED	2022-23 BUDGET	Inc/ (Dec) from Prior Year	% CHANGE
<b>REVENUES:</b>						
Property Tax	\$ 3,692,261	\$ 3,718,794	\$ 3,818,794	\$ 3,864,022	\$ 45,228	1.18%
Mutual Aid	208,325	-	147,939	-	(147,939)	-100%
Rental Revenue	31,724	31,650	31,650	31,650	-	0%
Inspection Fees	34,583	10,000	13,997	10,000	(3,997)	-29%
Admin & Misc	15,738	10,077	7,006	13,385	6,379	91%
Loan from Sewer for UAL	-	200,000	-	200,000	200,000	0%
<b>TOTAL REVENUE:</b>	<b>\$ 3,982,631</b>	<b>\$ 3,970,521</b>	<b>\$ 4,019,386</b>	<b>\$ 4,119,057</b>	<b>\$ 99,671</b>	<b>2%</b>
<b>OPERATING EXPENSES:</b>						
Salaries & Wages	\$ 1,703,536	\$ 1,702,242	\$ 1,680,212	\$ 1,784,304	\$ 104,092	6%
Benefits	1,340,517	1,053,684	1,045,428	1,157,655	112,227	11%
Admin Salaries & Benefits	303,080	331,668	331,668	339,761	8,093	2%
Field Expenses	133,310	141,525	118,634	132,200	13,566	11%
Board Expenses	16,754	17,263	16,800	17,388	588	4%
Consulting Services	16,975	76,040	30,400	31,813	1,413	5%
Insurance	43,955	49,166	40,154	41,961	1,807	5%
Licenses/Permits/Contracts	60,578	76,099	68,000	74,975	6,975	10%
Office Expenses	12,249	24,420	17,973	24,420	6,447	36%
Travel, Meetings & Recruitment	5,812	15,100	9,600	11,600	2,000	21%
Utilities	63,129	59,306	60,247	63,306	3,059	5%
Interest & Misc	-	-	-	-	-	0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,699,894</b>	<b>\$ 3,546,513</b>	<b>\$ 3,419,115</b>	<b>\$ 3,679,382</b>	<b>\$ 260,268</b>	<b>7.6%</b>
<b>Net Income (Loss) Before Non-Operating Expenses</b>	<b>\$ 282,737</b>	<b>\$ 424,008</b>	<b>\$ 600,271</b>	<b>\$ 439,674</b>	<b>\$ (160,597)</b>	
<b>NON - OPERATING EXPENSES:</b>						
CalPERS SideFund Loan	\$ 35,627	\$ -	\$ -	\$ -	\$ -	0%
CalPERS UAL Payments	-	200,000	300,000	200,000	(100,000)	-33%
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>\$ 35,627</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 200,000</b>	<b>\$ (100,000)</b>	
<b>NET OPERATING INC/ (DEC)</b>	<b>\$ 247,110</b>	<b>\$ 224,008</b>	<b>\$ 300,271</b>	<b>\$ 239,674</b>	<b>\$ (60,597)</b>	<b>-20%</b>
TRANSFER TO FARF	\$ (247,110)	\$ (224,008)	\$ (300,271)	\$ (239,674)	\$ 60,597	20%
<b>BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
CAPITAL PROJECT SUMMARY  
PROPOSED BUDGET 2022-2023**



	<b>PROJECT COST</b>	<b>WATER DEPT</b>	<b>SEWER DEPT</b>	<b>GARBAGE DEPT</b>	<b>Fire DEPT</b>
<b>CAPITAL IMPROVEMENTS</b>					
<b>Water Capital</b>					
Mutual Intertie	450,000	450,000			
PlumpJack Well	10,000	10,000			
<b>Sewer Capital</b>					
<b>Fire Capital</b>					
Regional Training Facility	50,000				50,000
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>510,000</b>	<b>460,000</b>	-	-	<b>50,000</b>
<b>CAPITAL REPLACEMENTS (FARF's)</b>					
<b>Water</b>					
West Tank Inspection and Recoating	600,000	600,000			
Residential Meter Replacements	300,000	300,000			
Hydrants	21,000	21,000			
<b>Sewer</b>					
Sewer Line Rehabilitation/Replacement	1,500,000		1,500,000		
<b>Fire</b>					
Water Tender	250,000				250,000
Replace Utility Vehicle	60,000				60,000
SCBAs	50,000				50,000
Turnout Gear Replacement	15,000				15,000
Kitchen Appliances & Mattresses	13,000				13,000
Manikin	8,000				8,000
Radios	8,000				8,000
<b>Shared Assets</b>					
SCBA Cart	15,000	7,500	7,500		
New Holland	50,000	16,667	16,667		16,667
305 AC Slurry Seal/Pave Repair	50,000	16,667	16,667		16,667
305 Replace Carpet (Board Room)	5,000	1,667	1,667		1,667
305 Replace Locks	10,000	3,333	3,333		3,333
305 Replace Light Fixtures	15,000	5,000	5,000		5,000
305 HVAC	20,000	6,667	6,667		6,667
1810 Exterior	5,000	1,250	1,250	1,250	1,250
1810 AC Slurry Seal/Pave Patch	25,000	6,250	6,250	6,250	6,250
1810 Exhaust Vents	7,500	1,875	1,875	1,875	1,875
<b>TOTAL CAPITAL REPLACEMENTS (FARF's)</b>	<b>3,027,500</b>	<b>987,875</b>	<b>1,566,875</b>	<b>9,375</b>	<b>463,375</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>3,537,500</b>	<b>1,447,875</b>	<b>1,566,875</b>	<b>9,375.00</b>	<b>513,375</b>

**Olympic Valley PSD  
Water Budget  
Escalation Factors**

		Expected	Projected				
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>							
	Customer Growth	Budgeted	Budgeted	0.8%	0.8%	0.8%	0.8%
	Property Tax Revenues	Budgeted	Budgeted	1.5%	1.5%	1.5%	1.5%
	Miscellaneous Revenues	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
<b>Expenses</b>							
	Labor	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	Water Dept. Labor	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	Benefits - Medical	Budgeted	Budgeted	5.0%	5.0%	5.0%	5.0%
	Benefits - Other	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
	Materials & Supplies	Budgeted	Budgeted	2.5%	2.5%	2.5%	2.5%
	Equipment	Budgeted	Budgeted	2.5%	2.5%	2.5%	2.5%
	Miscellaneous	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
	Utilities	Budgeted	Budgeted	4.0%	4.0%	4.0%	4.0%
	Flat	Budgeted	Budgeted	0.0%	0.0%	0.0%	0.0%
	Insurance	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
<b>Interest</b>		0.5%	1.0%	2.0%	2.0%	2.0%	2.0%
<b>New Debt Service</b>							
<b>Low Interest Loans</b>							
	Term in Years	20	20	20	20	20	20
	Rate	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<b>Revenue Bond</b>							
	Term in Years	20	20	20	20	20	20
	Rate	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%

Olympic Valley PSD  
 Water Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>						
<i>Rate Revenues</i>						
<i>Total Rate Revenues</i>	\$2,038,557	\$2,133,631	\$2,149,633	\$2,165,755	\$2,181,999	\$2,198,364
<i>Non-Operating Revenues</i>						
<i>Total Non-Operating Revenues</i>	\$226,099	\$581,968	\$110,344	\$100,087	\$126,677	\$126,203
<b>Total Revenues</b>	<b>\$2,264,657</b>	<b>\$2,715,599</b>	<b>\$2,259,978</b>	<b>\$2,265,843</b>	<b>\$2,308,675</b>	<b>\$2,324,567</b>
<b>Water Department Expenses</b>						
<b>Salaries &amp; Wages</b>						
<i>Total Salaries &amp; Wages</i>	\$342,411	274,394	\$279,882	\$285,480	\$291,189	\$297,013
<b>Employee Benefits</b>						
<i>Total Employee Benefits</i>	\$148,144	115,244	\$119,864	\$124,681	\$129,703	\$134,940
<b>Materials and Supplies</b>						
<i>Total Materials and Supplies</i>	\$67,500	\$67,750	\$69,444	\$71,180	\$72,959	\$74,783
<b>Maintenance Equipment</b>						
<i>Total Maintenance Equipment</i>	\$24,150	\$23,400	\$23,985	\$24,585	\$25,199	\$25,829
<b>Facilities-Maint/Repair</b>						
<i>Total Facilities-Maint/Repair</i>	\$49,333	\$40,375	\$40,759	\$41,153	\$41,557	\$41,971



Olympic Valley PSD  
 Water Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Training &amp; Memberships</b>						
<i>Total Training &amp; Memberships</i>	\$15,300	\$15,300	\$15,453	\$15,608	\$15,764	\$15,921
<b>Vehicle Maintenance &amp; Repair</b>						
<i>Total Vehicle Maintenance &amp; Repair</i>	\$18,000	\$18,500	\$18,963	\$19,437	\$19,922	\$20,421
<b>Total Water Department Expenses</b>	<b>\$664,838</b>	<b>\$554,964</b>	<b>\$568,350</b>	<b>\$582,123</b>	<b>\$596,294</b>	<b>\$610,879</b>
<b>Administration Expenses</b>						
<b>Salaries &amp; Wages (50% Allocation)</b>						
<i>Total Salaries &amp; Wages</i>	\$403,240	426,088	\$420,840	\$429,256	\$437,842	\$446,598
<b>Employee Benefits (50% Allocation)</b>						
<i>Total Employee Benefits</i>	\$285,549	287,013	\$295,102	\$305,571	\$316,434	\$327,709
<b>Board Expenses (50% Allocation)</b>						
<i>Total Board Expenses</i>	\$25,925	\$26,082	\$26,095	\$26,109	\$26,122	\$26,136
<b>Consulting (50% Allocation)</b>						
<i>Total Consulting</i>	\$51,028	\$153,294	\$105,360	\$107,467	\$109,616	\$111,809
<b>Insurance (50% Allocation)</b>						
<i>Total Insurance</i>	\$33,063	\$34,746	\$35,788	\$36,862	\$37,968	\$39,107
<b>Special Fees (50% Allocation)</b>						
<i>Total Special Fees</i>	\$21,029	\$22,837	\$23,065	\$23,296	\$23,529	\$23,764

Olympic Valley PSD  
Water Budget  
Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Office Expenses (50% Allocation)</b>						
<i>Total Office Expenses</i>	\$27,135	\$36,330	\$33,138	\$33,967	\$34,816	\$35,686
<b>Travel &amp; Meetings (50% Allocation)</b>						
<i>Total Travel &amp; Meetings</i>	\$5,300	\$7,883	\$7,962	\$8,041	\$8,122	\$8,203
<b>Utilities</b>						
<i>Total Utilities</i>	\$102,191	\$112,097	\$116,581	\$121,244	\$126,094	\$131,138
<b>Interest and Misc</b>						
<i>Total Interest and Misc</i>	\$20,131	17,737	\$17,737	\$17,737	\$17,737	\$17,737
<b>Total Administration Expenses</b>	<b>\$974,589</b>	<b>\$1,124,107</b>	<b>\$1,081,669</b>	<b>\$1,109,551</b>	<b>\$1,138,280</b>	<b>\$1,167,887</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$1,639,428</b>	<b>\$1,679,071</b>	<b>\$1,650,019</b>	<b>\$1,691,673</b>	<b>\$1,734,575</b>	<b>\$1,778,766</b>
<b>Annual Debt Service</b>						
CalPERS Sidefund Loan	\$46,091	-	-	-	-	-
Facility Loan	47,065	48,633	50,252	51,926	53,655	55,441
Additional Facility Loan Payment	-	200,000	-	-	-	-
CalPERS Loan to Fire Department	-	200,000	200,000	200,000	200,000	-
CalPERS Additional UAL Payments	-	-	-	-	-	-
<i>Total Annual Debt Service</i>	<b>\$93,156</b>	<b>\$448,633</b>	<b>\$250,252</b>	<b>\$251,926</b>	<b>\$253,655</b>	<b>\$55,441</b>
<i>Less Connection Fees</i>	-	-	-	-	-	-
<b>Net Annual Debt Service</b>	<b>\$93,156</b>	<b>\$448,633</b>	<b>\$250,252</b>	<b>\$251,926</b>	<b>\$253,655</b>	<b>\$55,441</b>
<b>Rate Funded Capital (CRP)</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$450,000</b>	<b>\$500,000</b>	<b>\$550,000</b>

Olympic Valley PSD  
Water Budget  
Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Transfer To / (From) Reserves</b>						
To/(From) Operating Reserve	(\$0)	\$0	\$0	(\$0)	\$0	(\$0)
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARE	132,073	187,895	45,692	48,970	92,899	313,771
<b>Total Transfer To / (From) Reserves</b>	<b>\$132,073</b>	<b>\$187,895</b>	<b>\$45,692</b>	<b>\$48,970</b>	<b>\$92,899</b>	<b>\$313,771</b>
<b>Total Revenue Requirement</b>	<b>\$2,264,657</b>	<b>\$2,715,599</b>	<b>\$2,345,963</b>	<b>\$2,442,568</b>	<b>\$2,581,129</b>	<b>\$2,697,978</b>
<b>Capital Reserve</b>						
<b>Beginning Balance</b>	<b>\$1,352,343</b>	<b>\$1,251,769</b>	<b>\$851,769</b>	<b>\$848,565</b>	<b>\$0</b>	<b>\$61,360</b>
Plus: Additions	0	0	0	6,237	0	1,325,912
Plus: Connection Fees	274,426	60,000	60,450	60,903	61,360	61,820
Less: Uses of Funds	(375,000)	(460,000)	(63,654)	(915,705)	0	(1,449,093)
<b>Ending Balance</b>	<b>\$1,251,769</b>	<b>\$851,769</b>	<b>\$848,565</b>	<b>\$0</b>	<b>\$61,360</b>	<b>\$0</b>
<b>Fixed Asset Replacement Fund</b>						
<b>Beginning Balance</b>	<b>\$1,442,097</b>	<b>\$1,465,670</b>	<b>\$1,065,690</b>	<b>\$850,466</b>	<b>\$799,760</b>	<b>\$1,203,456</b>
Plus: Additions	532,073	587,895	445,692	492,733	592,899	(462,141)
Less: Uses of Funds	(508,500)	(987,875)	(660,916)	(543,439)	(189,203)	(128,276)
<b>Ending Balance</b>	<b>\$1,465,670</b>	<b>\$1,065,690</b>	<b>\$850,466</b>	<b>\$799,760</b>	<b>\$1,203,456</b>	<b>\$613,039</b>
<b>Total Operating Reserve Funds</b>	<b>\$1,465,670</b>	<b>\$1,065,690</b>	<b>\$850,466</b>	<b>\$799,760</b>	<b>\$1,203,456</b>	<b>\$613,039</b>
<b>Total Target Ending Fund Balance (60 days of O&amp;M)</b>	<b>\$269,495</b>	<b>\$276,012</b>	<b>\$271,236</b>	<b>\$278,083</b>	<b>\$285,136</b>	<b>\$292,400</b>

Olympic Valley PSD  
Water Budget  
Revenue Requirement

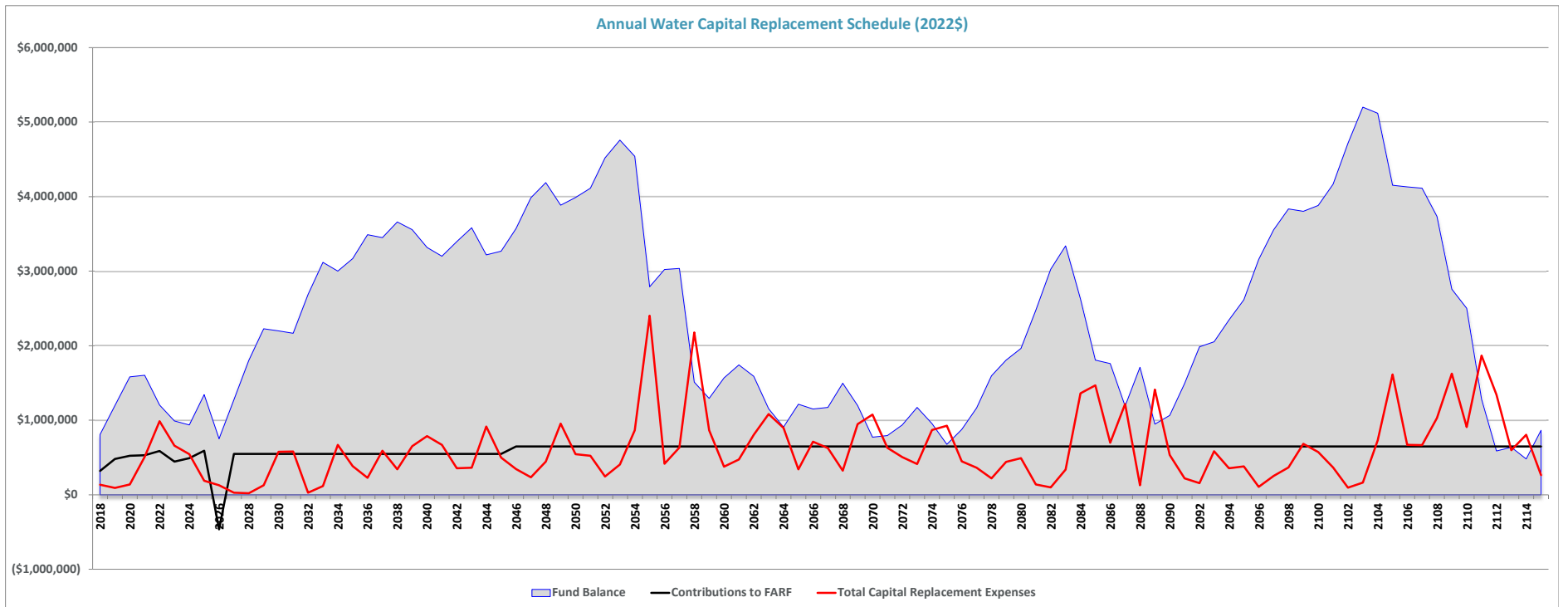
	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Olympic Valley PSD Water Budget Revenue Requirement Summary</b>						
	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenue</b>						
Rate Revenues	\$2,038,557	\$2,133,631	\$2,149,633	\$2,165,755	\$2,181,999	\$2,198,364
Non-Operating Revenues	226,099	581,968	110,344	100,087	126,677	126,203
<b>Total Revenues</b>	<b>\$2,264,657</b>	<b>\$2,715,599</b>	<b>\$2,259,978</b>	<b>\$2,265,843</b>	<b>\$2,308,675</b>	<b>\$2,324,567</b>
<b>Expenses</b>						
Total Water Department Expenses	\$664,838	\$554,964	\$568,350	\$582,123	\$596,294	\$610,879
Total Administration Expenses	974,589	1,124,107	1,081,669	1,109,551	1,138,280	1,167,887
<b>Total O&amp;M Expenses</b>	<b>\$1,639,428</b>	<b>\$1,679,071</b>	<b>\$1,650,019</b>	<b>\$1,691,673</b>	<b>\$1,734,575</b>	<b>\$1,778,766</b>
<b>Net Annual Debt Service</b>	<b>\$93,156</b>	<b>\$448,633</b>	<b>\$250,252</b>	<b>\$251,926</b>	<b>\$253,655</b>	<b>\$55,441</b>
<b>Rate Funded Capital (CRP)</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$450,000</b>	<b>\$500,000</b>	<b>\$550,000</b>
<b>Transfer To / (From) Reserves</b>	<b>\$132,073</b>	<b>\$187,895</b>	<b>\$45,692</b>	<b>\$48,970</b>	<b>\$92,899</b>	<b>\$313,771</b>
<b>Total Revenue Requirement</b>	<b>\$2,264,657</b>	<b>\$2,715,599</b>	<b>\$2,345,963</b>	<b>\$2,442,568</b>	<b>\$2,581,129</b>	<b>\$2,697,978</b>
<b>Total Operating Reserve Funds</b>	<b>\$1,465,670</b>	<b>\$1,065,690</b>	<b>\$850,466</b>	<b>\$799,760</b>	<b>\$1,203,456</b>	<b>\$613,039</b>
<b>Total Target Ending Fund Balance (60 days of O&amp;M)</b>	<b>\$269,495</b>	<b>\$276,012</b>	<b>\$271,236</b>	<b>\$278,083</b>	<b>\$285,136</b>	<b>\$292,400</b>

Olympic Valley PSD  
Water Budget  
Capital Projects

Inflation 3.0%

 ENR CCI 10 year average

Capital Projects	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
<b>Capital Improvement Projects (CIP)</b>							
Mutual Intertie	\$130,000	450,000	0	\$0	\$0	\$0	\$580,000
Pressure Zone 1A	0	0	63,654	915,705	0	0	\$979,359
PlumpJack Well	0	10,000	0	0	0	1,449,093	\$1,459,093
Zone 3 Portable Generator	50,000	0	0	0	0	0	\$50,000
Hidden Lake Waterline Loop Replacement	\$195,000	0	0	0	0	0	\$195,000
<b>Total Capital Projects</b>	<b>\$375,000</b>	<b>\$460,000</b>	<b>\$63,654</b>	<b>\$915,705</b>	<b>\$0</b>	<b>\$1,449,093</b>	<b>\$3,263,452</b>
<b>Capital Replacement Projects (CRP)</b>							
Hidden Lake Waterline Loop Replacement	\$195,000	\$0	0	0	\$0	\$0	\$195,000
Victor/Hidden Lake 2" line replacement	\$0	\$0	31,827	245,864	\$0	\$0	\$277,691
Hydrants	21,000	21,000	21,630	22,279	22,947	23,636	\$132,492
Residential Meter Replacements	175,000	300,000	291,748	0	0	0	\$766,748
West Tank Inspection and recoating	100,000	600,000	0	0	0	0	\$700,000
Zone 3 Recoating	0	0	265,225	0	0	0	\$265,225
Ford F-250 w Utility Box	0	0	32,145	0	0	0	\$32,145
Ford F-150 Service Truck	0	0	0	16,883	0	0	\$16,883
Ford F-350 Flat Bed	0	0	0	0	29,263	0	\$29,263
JD Loader	0	0	0	54,582	0	0	\$54,582
New Holland	0	16,667	0	0	35,793	0	\$52,460
SCBA Cart	0	7,500	0	0	0	0	\$7,500
Radios	7,500	0	0	0	0	0	\$7,500
305 Replace Carpets	0	1,667	0	0	0	34,743	\$36,410
305 HVAC	10,000	6,667	0	140,093	0	0	\$156,760
305 Replace light fixtures	0	5,000	0	0	0	28,982	\$33,982
305 Locks	0	3,333	3,533	3,639	3,748	3,860	\$18,113
305 Exterior Paint	0	0	8,841	0	0	0	\$8,841
305 Interior Paint	0	0	0	0	0	30,296	\$30,296
305 AC Slurry Seal/Pave Patch	0	16,667	0	0	91,825	3,860	\$112,352
1810 Repaving	-	0	0	60,100	0	0	\$60,100
1810 Rollup doors	-	0	0	0	5,628	0	\$5,628
1810 Exterior	0	3,125	5,968	0	0	0	\$9,093
1810 AC Slurry Seal/Pave Patch	0	6,250	0	0	0	2,898	\$9,148
<b>Total Capital Replcmnt. Projects</b>	<b>\$508,500</b>	<b>987,875</b>	<b>\$660,916</b>	<b>\$543,439</b>	<b>\$189,203</b>	<b>\$128,276</b>	<b>\$3,018,209</b>
<b>Less: Outside Funding Sources</b>							
Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	375,000	460,000	63,654	915,705	0	1,449,093	\$3,263,452
Fixed Asset Replacement Fund	508,500	987,875	660,916	543,439	189,203	128,276	\$3,018,209
New SRF Loans	0	0	0	0	0	0	\$0
New Revenue Bonds	0	0	0	0	0	0	\$0
<b>Total Outside Funding Sources</b>	<b>\$883,500</b>	<b>\$1,447,875</b>	<b>\$724,570</b>	<b>\$1,459,144</b>	<b>\$189,203</b>	<b>\$1,577,368</b>	<b>\$6,430,063</b>
<b>Rate Funded Capital (CRP)</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$450,000</b>	<b>\$500,000</b>	<b>\$550,000</b>	<b>\$2,372,211</b>





Olympic Valley PSD  
 Sewer Budget  
 Escalation Factors

		Expected	Projected				
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>							
	Customer Growth	Budgeted	Budgeted	0.8%	0.8%	0.8%	0.8%
	Property Tax Revenues	Budgeted	Budgeted	1.5%	1.5%	1.5%	1.5%
	Miscellaneous Revenues	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
<b>Expenses</b>							
	Labor	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	Sewer Dept. Labor	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	Benefits - Medical	Budgeted	Budgeted	5.0%	5.0%	5.0%	5.0%
	Benefits - Other	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
	Materials & Supplies	Budgeted	Budgeted	2.5%	2.5%	2.5%	2.5%
	Equipment	Budgeted	Budgeted	2.5%	2.5%	2.5%	2.5%
	Miscellaneous	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
	Utilities	Budgeted	Budgeted	4.0%	4.0%	4.0%	4.0%
	Flat	Budgeted	Budgeted	0.0%	0.0%	0.0%	0.0%
	Insurance	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
<b>Interest</b>		0.5%	1.0%	2.0%	2.0%	2.0%	2.0%
<b>New Debt Service</b>							
<i>Low Interest Loans</i>							
	Term in Years	20	20	20	20	20	20
	Rate	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<i>Revenue Bond</i>							
	Term in Years	20	20	20	20	20	20
	Rate	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%

Olympic Valley PSD  
 Sewer Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>						
<i>Rate Revenues</i>						
<i>Total Rate Revenues</i>	\$1,436,988	\$1,537,790	\$1,602,692	\$1,670,749	\$1,742,118	\$1,816,965
<i>Non-Operating Revenues</i>						
<i>Total Non-Operating Revenues</i>	\$162,651	\$79,366	\$100,865	\$99,230	\$99,557	\$106,468
<b>Total Revenues</b>	<b>\$1,599,639</b>	<b>\$1,617,155</b>	<b>\$1,703,557</b>	<b>\$1,769,979</b>	<b>\$1,841,675</b>	<b>\$1,923,433</b>
<b>Sewer Department Expenses</b>						
<i>Salaries &amp; Wages</i>						
<i>Total Salaries &amp; Wages</i>	\$211,713	289,638	\$295,431	\$301,340	\$307,366	\$313,514
<i>Employee Benefits</i>						
<i>Total Employee Benefits</i>	\$121,674	121,647	\$126,459	\$131,473	\$136,699	\$142,146
<i>Materials and Supplies</i>						
<i>Total Materials and Supplies</i>	\$13,372	\$12,250	\$12,556	\$12,870	\$13,192	\$13,522
<i>Maintenance Equipment</i>						
<i>Total Maintenance Equipment</i>	\$9,650	\$21,400	\$21,935	\$22,483	\$23,045	\$23,622
<i>Facilities-Maint/Repair</i>						
<i>Total Facilities-Maint/Repair</i>	\$18,150	\$12,175	\$12,479	\$12,791	\$13,111	\$13,439

Olympic Valley PSD  
 Sewer Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Training &amp; Memberships</b>						
<i>Total Training &amp; Memberships</i>	\$10,200	\$12,500	\$12,625	\$12,751	\$12,879	\$13,008
<b>Vehicle Maintenance &amp; Repair</b>						
<i>Total Vehicle Maintenance &amp; Repair</i>	\$16,750	\$18,500	\$18,963	\$19,437	\$19,922	\$20,421
<b>Total Sewer Department Expenses</b>	<b>\$401,509</b>	<b>\$488,110</b>	<b>\$500,448</b>	<b>\$513,146</b>	<b>\$526,215</b>	<b>\$539,670</b>
<b><u>Administration Expenses</u></b>						
<b>Salaries &amp; Wages (50% Allocation)</b>						
<i>Total Salaries &amp; Wages</i>	\$403,240	\$426,088	\$434,610	\$443,302	\$452,168	\$461,211
<b>Employee Benefits (50% Allocation)</b>						
<i>Total Employee Benefits</i>	\$285,549	287,013	\$295,514	\$306,416	\$317,734	\$329,485
<b>Board Expenses (50% Allocation)</b>						
<i>Total Board Expenses</i>	\$25,925	\$26,082	\$25,438	\$25,445	\$25,452	\$25,459
<b>Consulting (50% Allocation)</b>						
<i>Total Consulting</i>	\$51,028	\$100,294	\$51,300	\$52,326	\$53,372	\$54,440
<b>Insurance (50% Allocation)</b>						
<i>Total Insurance</i>	\$33,063	\$34,746	\$35,788	\$36,862	\$37,968	\$39,107



Olympic Valley PSD  
Sewer Budget  
Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Special Fees (50% Allocation)</b>						
<i>Total Special Fees</i>	\$21,029	\$21,837	\$22,055	\$22,276	\$22,499	\$22,724
<b>Office Expenses (50% Allocation)</b>						
<i>Total Office Expenses</i>	\$27,135	\$36,330	\$33,138	\$33,967	\$34,816	\$35,686
<b>Travel &amp; Meetings (50% Allocation)</b>						
<i>Total Travel &amp; Meetings</i>	\$5,300	\$7,883	\$7,962	\$8,041	\$8,122	\$8,203
<b>Utilities (50% Allocation)</b>						
<i>Total Utilities</i>	\$41,914	\$49,097	\$51,061	\$53,103	\$55,227	\$57,437
<b>Interest and Misc (50% Allocation)</b>						
<i>Total Interest and Misc</i>	\$9,044	\$7,969	\$7,969	\$7,969	\$7,969	\$7,969
<b>Total Administration Expenses</b>	\$903,225	\$997,339	\$964,835	\$989,707	\$1,015,327	\$1,041,720
<b>Total Operations &amp; Maintenance</b>	\$1,304,735	\$1,485,449	\$1,465,283	\$1,502,853	\$1,541,542	\$1,581,390
<b>Annual Debt Service</b>						
Facility Loan	47,065	48,633	50,252	51,926	53,755	55,441
Additional Facility Loan Payment	-	-	-	-	-	-
<i>Total Annual Debt Service</i>	\$47,065	\$48,633	\$50,252	\$51,926	\$53,755	\$55,441
<b>Net Annual Debt Service</b>	\$47,065	\$48,633	\$50,252	\$51,926	\$53,755	\$55,441

Olympic Valley PSD  
Sewer Budget  
Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Rate Funded Capital (CRP)</b>	<b>\$200,000</b>	<b>\$75,000</b>	<b>\$200,000</b>	<b>\$270,000</b>	<b>\$390,000</b>	<b>\$450,000</b>
<b>Transfer To / (From) Reserves</b>						
To/(From) Operating Reserve	(\$0)	(\$0)	\$0	(\$0)	(\$0)	\$0
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARF	47,840	8,074	68,156	116,453	130,980	228,169
	-----	-----	-----	-----	-----	-----
<b>Total Transfer To / (From) Reserves</b>	<b>\$47,840</b>	<b>\$8,074</b>	<b>\$68,156</b>	<b>\$116,453</b>	<b>\$130,980</b>	<b>\$228,169</b>
<b>Total Revenue Requirement</b>	<b>\$1,599,639</b>	<b>\$1,617,155</b>	<b>\$1,783,692</b>	<b>\$1,941,231</b>	<b>\$2,116,276</b>	<b>\$2,315,000</b>
<b>Capital Reserve</b>						
<b>Beginning Balance</b>	<b>\$154,450</b>	<b>\$279,634</b>	<b>\$294,634</b>	<b>\$253,529</b>	<b>\$126,700</b>	<b>\$142,040</b>
Plus: Additons	0	0	0	0	0	0
Plus: Connection Fees	125,184	15,000	15,113	15,226	15,340	15,455
Less: Uses of Funds	0	0	(56,218)	(142,055)	0	0
<b>Ending Balance</b>	<b>\$279,634</b>	<b>\$294,634</b>	<b>\$253,529</b>	<b>\$126,700</b>	<b>\$142,040</b>	<b>\$157,495</b>
<b>Fixed Asset Replacement Fund</b>						
<b>Beginning Balance</b>	<b>\$2,813,520</b>	<b>\$2,698,860</b>	<b>\$1,215,059</b>	<b>\$1,103,128</b>	<b>\$1,161,240</b>	<b>\$1,188,146</b>
Plus: Additons	247,840	83,074	268,156	386,453	520,980	678,169
Less: Uses of Funds	(362,500)	(1,566,875)	(380,086)	(328,341)	(494,074)	(104,644)
<b>Ending Balance</b>	<b>\$2,698,860</b>	<b>\$1,215,059</b>	<b>\$1,103,128</b>	<b>\$1,161,240</b>	<b>\$1,188,146</b>	<b>\$1,761,671</b>
<b>Total Operating Reserve Funds</b>	<b>\$2,698,860</b>	<b>\$1,215,059</b>	<b>\$1,103,128</b>	<b>\$1,161,240</b>	<b>\$1,188,146</b>	<b>\$1,761,671</b>
<b>Total Target Ending Fund Balance</b>	<b>\$214,477</b>	<b>\$244,183</b>	<b>\$240,869</b>	<b>\$247,044</b>	<b>\$253,404</b>	<b>\$259,955</b>

Olympic Valley PSD  
Sewer Budget  
Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Olympic Valley PSD Sewer Budget Revenue Requirement Summary</b>						
<b>Revenue</b>						
Rate Revenues	\$1,436,988	\$1,537,790	\$1,602,692	\$1,670,749	\$1,742,118	\$1,816,965
Non-Operating Revenues	162,651	79,366	100,865	99,230	99,557	106,468
<b>Total Revenues</b>	<b>\$1,599,639</b>	<b>\$1,617,155</b>	<b>\$1,703,557</b>	<b>\$1,769,979</b>	<b>\$1,841,675</b>	<b>\$1,923,433</b>
<b>Expenses</b>						
Total Sewer Department Expenses	\$401,509	\$488,110	\$500,448	\$513,146	\$526,215	\$539,670
Total Administration Expenses	903,225	997,339	964,835	989,707	1,015,327	1,041,720
<b>Total O&amp;M Expenses</b>	<b>\$1,304,735</b>	<b>\$1,485,449</b>	<b>\$1,465,283</b>	<b>\$1,502,853</b>	<b>\$1,541,542</b>	<b>\$1,581,390</b>
<b>Net Annual Debt Service</b>	<b>\$47,065</b>	<b>\$48,633</b>	<b>\$50,252</b>	<b>\$51,926</b>	<b>\$53,755</b>	<b>\$55,441</b>
<b>Rate Funded Capital (CRP)</b>	<b>\$200,000</b>	<b>\$75,000</b>	<b>\$200,000</b>	<b>\$270,000</b>	<b>\$390,000</b>	<b>\$450,000</b>
<b>Transfer To / (From) Reserves</b>	<b>\$47,840</b>	<b>\$8,074</b>	<b>\$68,156</b>	<b>\$116,453</b>	<b>\$130,980</b>	<b>\$228,169</b>
<b>Total Revenue Requirement</b>	<b>\$1,599,639</b>	<b>\$1,617,155</b>	<b>\$1,783,692</b>	<b>\$1,941,231</b>	<b>\$2,116,276</b>	<b>\$2,315,000</b>
<b>Total Operating Reserve Funds</b>	<b>\$2,698,860</b>	<b>\$1,215,059</b>	<b>\$1,103,128</b>	<b>\$1,161,240</b>	<b>\$1,188,146</b>	<b>\$1,761,671</b>
<b>Total Target Ending Fund Balance</b>	<b>\$214,477</b>	<b>\$244,183</b>	<b>\$240,869</b>	<b>\$247,044</b>	<b>\$253,404</b>	<b>\$259,955</b>



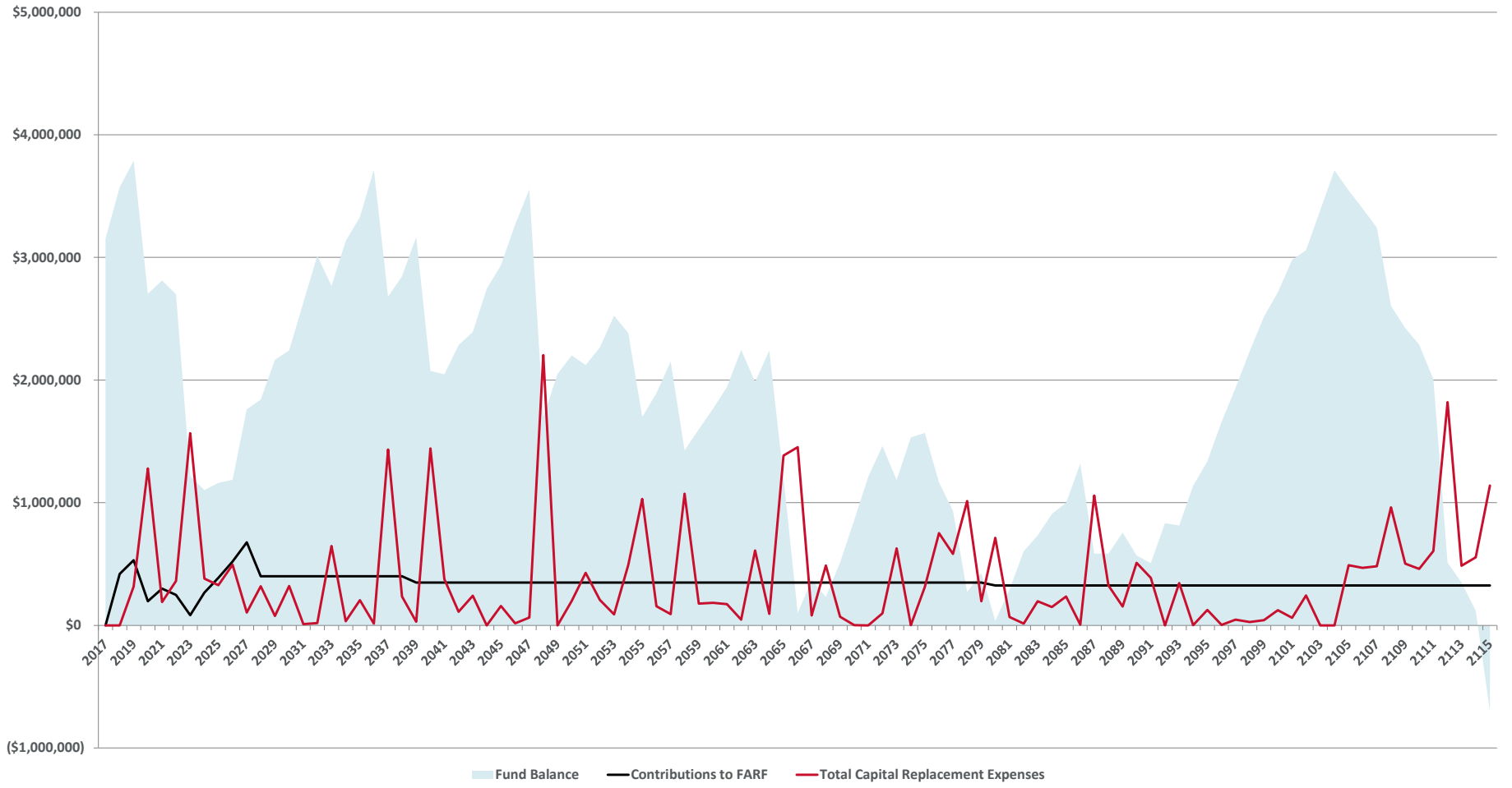
Olympic Valley PSD  
 Sewer Budget  
 Exhibit 4  
 Capital Projects

Inflation 3.0%

 ENR CCI 10 year average

Capital Projects	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
<b>Capital Improvement Projects (CIP)</b>							
Sewer Bypass Trailer and Hose	0	0	35,000	0	0	0	\$35,000
Sewer Flow Meters	0	0	21,218	142,055	0	0	163,273
<b>Total Capital Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$56,218</b>	<b>\$142,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$198,273</b>
<b>Capital Replacement Projects (CRP)</b>							
Lateral CCTV Cam	0	0	20,600	53,045	0	0	73,645
Sewer Line Rehabilitation/Replacement	0	1,500,000	0	0	0	0	1,518,864
VacCon	20,000	0	0	0	0	0	20,000
Backyard Sewer Easement Replacement	0	0	309,000	0	327,818	0	636,818
A79 to CO-A79A Sewer Replacement	275,000	0	0	0	0	0	288,878
Ford F-250 w Utility Box	0	0	32,145	0	0	0	\$32,145
Ford F-150 Service Truck	0	0	0	16,883	0	0	\$16,883
Ford F-350 Flat Bed	0	0	0	0	29,263	0	\$29,263
JD Loader	0	0	0	54,582	0	0	\$54,582
Sewer Inspections	50,000	0	0	0	0	0	167,183
SCBA Cart	0	7,500	0	0	0	0	7,500
Radios	7,500	0	0	0	0	0	7,500
New Holland	0	16,667	0	0	35,793	0	\$52,460
305 Replace Carpets	0	1,667	0	0	0	34,743	36,410
305 HVAC	10,000	6,667	0	140,093	0	28,982	\$185,742
305 Replace light fixtures	0	5,000	0	0	0	0	5,000
305 Locks	0	3,333	3,533	3,639	3,748	3,860	18,113
305 Exterior Paint	0	0	8,841	0	0	0	8,841
305 Interior Paint	0	0	0	0	0	30,296	30,296
305 AC Slurry Seal/Pave Patch	0	16,667	0	0	91,825	3,864	116,840
305 Replace IT Hardware	0	0	0	0	0	0	3,378
1810 Exterior	-	3,125	5,968	0	0	0	\$9,093
1810 Repaving	0	0	0	60,100	0	0	\$60,100
1810 Replace Roof	0	0	0	0	0	0	11,101
1810 Rollup doors	0	0	0	0	5,628	0	5,628
1810 AC Slurry Seal/Pave Patch	0	6,250	0	0	0	2,898	12,025
	<b>\$362,500</b>	<b>\$1,566,875</b>	<b>\$380,086</b>	<b>\$328,341</b>	<b>\$494,074</b>	<b>\$104,644</b>	<b>\$3,236,521</b>
<b>Less: Outside Funding Sources</b>							
Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	0	0	56,218	142,055	0	0	198,273
Fixed Asset Replacement Fund	362,500	1,566,875	380,086	328,341	494,074	104,644	3,427,302
New SRF Loans	0	0	0	0	0	0	0
New Revenue Bonds	0	0	0	0	0	0	0
<b>Total Outside Funding Sources</b>	<b>\$362,500</b>	<b>\$1,566,875</b>	<b>\$436,304</b>	<b>\$470,396</b>	<b>\$494,074</b>	<b>\$104,644</b>	<b>\$3,625,575</b>
<b>Rate Funded Capital (CRP)</b>	<b>\$200,000</b>	<b>\$75,000</b>	<b>\$200,000</b>	<b>\$270,000</b>	<b>\$390,000</b>	<b>\$450,000</b>	<b>\$1,865,932</b>

Annual Sewer Capital Replacement Schedule (2021\$)



**Olympic Valley Fire Department  
Fire Department Budget  
Escalation Factors**

		Expected	Projected				
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>							
	Flat	Actual	Budgeted	0.0%	0.0%	0.0%	0.0%
	Property Tax Revenues	Actual	Budgeted	1.5%	1.5%	1.5%	1.5%
	Miscellaneous Revenues	Actual	Budgeted	1.0%	1.0%	1.0%	1.0%
<b>Expenses</b>							
	Fire Department Labor	Actual	Budgeted	1.5%	1.5%	1.5%	1.5%
	Admin Dept. Labor	Actual	Budgeted	2.0%	2.0%	2.0%	2.0%
	Benefits - Medical	Actual	Budgeted	5.0%	5.0%	5.0%	5.0%
	Benefits - Other	Actual	Budgeted	3.0%	3.0%	3.0%	3.0%
	Materials & Supplies	Actual	Budgeted	2.5%	2.5%	2.5%	2.5%
	Equipment	Actual	Budgeted	2.5%	2.5%	2.5%	2.5%
	Miscellaneous	Actual	Budgeted	1.0%	1.0%	1.0%	1.0%
	Utilities	Actual	Budgeted	4.0%	4.0%	4.0%	4.0%
	Flat	Actual	Budgeted	0.0%	0.0%	0.0%	0.0%
	Insurance	Actual	Budgeted	3.0%	3.0%	3.0%	3.0%
<b>Interest</b>		0.5%	1.0%	2.0%	2.0%	2.0%	2.0%
<b>New Debt Service</b>							
<b><i>Low Interest Loans</i></b>							
	Term in Years	20	20	20	20	20	20
	Rate	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
<b><i>Revenue Bond</i></b>							
	Term in Years	20	20	20	20	20	20
	Rate	5.5%	5.5%	5.5%	5.5%	5.5%	5.5%



Olympic Valley Fire Department  
 Fire Department Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Revenues</b>						
<i>Total Rate Revenues</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Non-Operating Revenues</i>						
<i>Total Non-Operating Revenues</i>	\$4,019,386	\$4,119,057	\$4,187,444	\$4,243,387	\$4,296,334	\$4,152,721
<b>Total Revenues</b>	<b>\$4,019,386</b>	<b>\$4,119,057</b>	<b>\$4,187,444</b>	<b>\$4,243,387</b>	<b>\$4,296,334</b>	<b>\$4,152,721</b>

**Fire Department Expenses**

**Salaries & Wages**

<i>Total Salaries &amp; Wages</i>	\$2,011,880	\$2,124,065	\$2,157,625	\$2,191,722	\$2,226,365	\$2,261,564
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**Employee Benefits**

<i>Total Employee Benefits</i>	\$1,045,428	\$1,157,655	\$1,237,668	\$1,273,386	\$1,310,555	\$1,349,238
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**Materials and Supplies**

20-12-631000 Materials & Supplies	\$500	\$2,500	\$2,563	\$2,627	\$2,692	\$2,760
<i>Total Materials and Supplies</i>	\$28,410	\$32,900	\$32,535	\$33,348	\$34,182	\$35,037

**Equipment Maintenance & Repair**

<i>Total Equipment Maintenance &amp; Repa</i>	\$17,850	\$21,500	\$22,038	\$22,588	\$23,153	\$23,732
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Olympic Valley Fire Department  
 Fire Department Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Facilities-Maint/Repair</b>						
<i>Total Facilities-Maint/Repair</i>	\$23,596	\$27,500	\$28,188	\$28,892	\$29,614	\$30,355
<b>Training &amp; Memberships</b>						
<i>Total Training &amp; Memberships</i>	\$21,779	\$23,000	\$23,230	\$23,462	\$23,697	\$23,934
<b>Vehicle Maintenance &amp; Repair</b>						
<i>Total Vehicle Maintenance &amp; Repair</i>	\$27,000	\$27,300	\$27,983	\$28,682	\$29,399	\$30,134
<b>Total Fire Department Expenses</b>	<b>\$3,175,942</b>	<b>\$3,413,920</b>	<b>\$3,529,266</b>	<b>\$3,602,082</b>	<b>\$3,676,966</b>	<b>\$3,753,993</b>
<b><u>Administration Expenses</u></b>						
<b>Board Expenses</b>						
<i>Total Board Expenses</i>	\$16,800	\$17,388	\$16,892	\$16,896	\$16,900	\$17,179
<b>Consulting</b>						
<i>Total Consulting</i>	\$30,400	\$31,813	\$17,065	\$17,321	\$17,581	\$17,845
<b>Insurance</b>						
<i>Total Insurance</i>	\$40,154	\$41,961	\$43,219	\$44,516	\$45,852	\$47,227
<b>Special Fees</b>						
<i>Total Special Fees</i>	\$68,000	\$74,975	\$75,725	\$76,482	\$77,247	\$78,019
<b>Office Expenses</b>						
<i>Total Office Expenses</i>	\$17,973	\$24,420	\$25,031	\$25,656	\$26,298	\$26,955

Olympic Valley Fire Department  
 Fire Department Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Travel &amp; Meetings</b>						
<i>Total Travel &amp; Meetings</i>	\$9,600	\$11,600	\$11,716	\$11,833	\$11,951	\$12,071
<b>Utilities</b>						
<i>Total Utilities</i>	\$60,247	\$63,306	\$65,838	\$68,472	\$71,211	\$74,059
<b>Total Administration Expenses</b>	<b>\$243,173</b>	<b>\$265,463</b>	<b>\$255,486</b>	<b>\$261,176</b>	<b>\$267,039</b>	<b>\$273,355</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$3,419,115</b>	<b>\$3,679,382</b>	<b>\$3,784,752</b>	<b>\$3,863,258</b>	<b>\$3,944,005</b>	<b>\$4,027,348</b>
<b>Annual Debt Service</b>						
CalPERS SideFund Loan	-	-	-	-	-	-
CalPERS Additional UAL Payments	300,000	200,000	200,000	200,000	200,000	-
New SRF Loans	-	-	-	-	-	-
New Revenue Bonds	-	-	-	-	-	-
<b>Net Annual Debt Service</b>	<b>\$300,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$0</b>
<b>Contributions to Capital (CRP)</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$175,000</b>	<b>\$150,000</b>	<b>\$125,000</b>
<b>Transfer To / (From) Reserves</b>						
To/(From) Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARF	100,271	39,674	2,692	5,129	2,329	373
<b>Total Transfer To / (From) Reserves</b>	<b>\$100,271</b>	<b>\$39,674</b>	<b>\$2,692</b>	<b>\$5,129</b>	<b>\$2,329</b>	<b>\$373</b>



Olympic Valley Fire Department  
 Fire Department Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Total Revenue Requirement</b>	<b>\$4,019,386</b>	<b>\$4,119,057</b>	<b>\$4,187,444</b>	<b>\$4,243,387</b>	<b>\$4,296,334</b>	<b>\$4,152,721</b>
<b>Bal/(Def.) of Funds</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Reserve</b>						
<b>Beginning Balance</b>	<b>\$135,611</b>	<b>\$186,126</b>	<b>\$152,626</b>	<b>\$169,126</b>	<b>\$185,791</b>	<b>\$202,622</b>
Plus: Additions	0	0	0	0	0	0
Plus: Connection Fees	50,515	16,500	16,500	16,665	16,832	17,000
Less: Uses of Funds	0	(50,000)	0	0	0	0
<b>Ending Balance</b>	<b>186,126</b>	<b>\$152,626</b>	<b>\$169,126</b>	<b>\$185,791</b>	<b>\$202,622</b>	<b>\$219,622</b>
<b>Fixed Asset Replacement Fund</b>						
<b>Beginning Balance</b>	<b>\$941,967</b>	<b>\$1,189,238</b>	<b>\$965,537</b>	<b>\$1,009,451</b>	<b>\$632,852</b>	<b>\$288,492</b>
Plus: Additions	300,271	239,674	202,692	180,129	152,329	125,373
Less: Uses of Funds	(53,000)	(463,375)	(158,778)	(556,728)	(496,689)	(248,014)
<b>Ending Balance</b>	<b>\$1,189,238</b>	<b>\$965,537</b>	<b>\$1,009,451</b>	<b>\$632,852</b>	<b>\$288,492</b>	<b>\$165,851</b>
<b>Total Operating Reserve Funds</b>	<b>\$1,189,238</b>	<b>\$965,537</b>	<b>\$1,009,451</b>	<b>\$632,852</b>	<b>\$288,492</b>	<b>\$165,851</b>
<b>Total Target Ending Fund Balance (60 days of O&amp;M)</b>	<b>\$562,046</b>	<b>\$604,830</b>	<b>\$622,151</b>	<b>\$635,056</b>	<b>\$648,330</b>	<b>\$662,030</b>

Olympic Valley Fire Department  
 Fire Department Budget  
 Revenue Requirement

	Expected	Projected				
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
<b>Olympic Valley Fire Department Fire Department Budget Revenue Requirement Summary</b>						
Rate Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Non-Operating Revenues	4,019,386	4,119,057	4,187,444	4,243,387	4,296,334	4,152,721
<b>Total Revenues</b>	<b>\$4,019,386</b>	<b>\$4,119,057</b>	<b>\$4,187,444</b>	<b>\$4,243,387</b>	<b>\$4,296,334</b>	<b>\$4,152,721</b>
<b>Expenses</b>						
Total Fire Department Expenses	\$3,175,942	\$3,413,920	\$3,529,266	\$3,602,082	\$3,676,966	\$3,753,993
Total Administration Expenses	243,173	265,463	255,486	261,176	267,039	273,355
<b>Total O&amp;M Expenses</b>	<b>\$3,419,115</b>	<b>\$3,679,382</b>	<b>\$3,784,752</b>	<b>\$3,863,258</b>	<b>\$3,944,005</b>	<b>\$4,027,348</b>
Net Annual Debt Service	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0
Contributions to Capital (CRP)	\$200,000	\$200,000	\$200,000	\$175,000	\$150,000	\$125,000
Transfer To / (From) Reserves	\$100,271	\$39,674	\$2,692	\$5,129	\$2,329	\$373
<b>Total Revenue Requirement</b>	<b>\$4,019,386</b>	<b>\$4,119,057</b>	<b>\$4,187,444</b>	<b>\$4,243,387</b>	<b>\$4,296,334</b>	<b>\$4,152,721</b>
Balance/(Deficiency) of Funds	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Reserve Funds	\$1,189,238	\$965,537	\$1,009,451	\$632,852	\$288,492	\$165,851
<b>Total Target Ending Fund Balance (60 days of O&amp;M)</b>	<b>\$562,046</b>	<b>\$604,830</b>	<b>\$622,151</b>	<b>\$635,056</b>	<b>\$648,330</b>	<b>\$662,030</b>

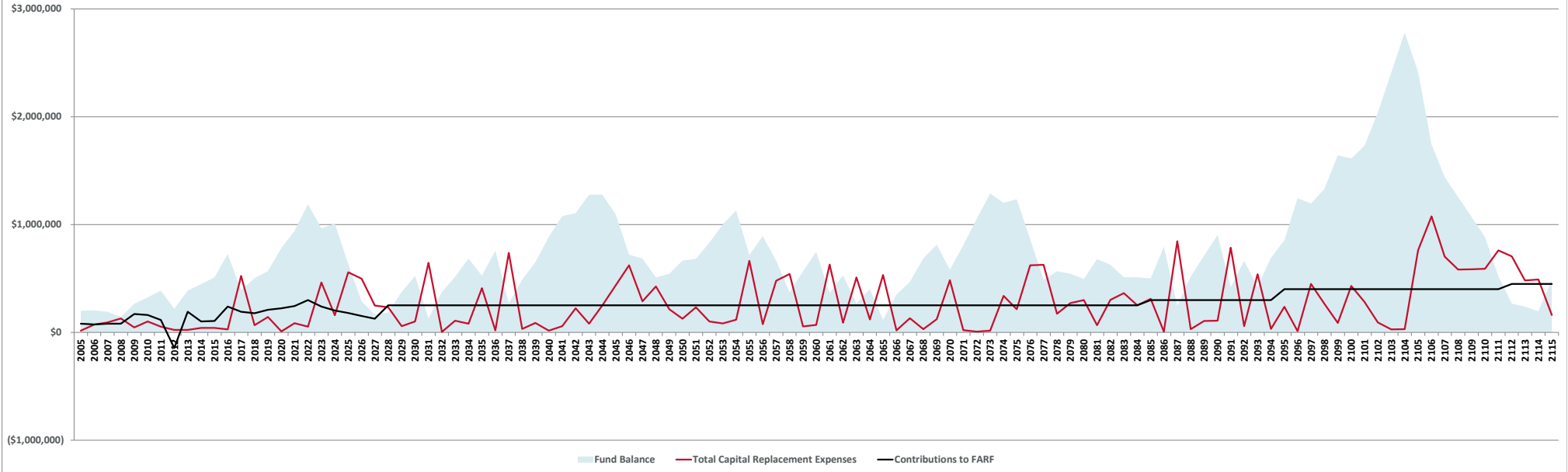
Olympic Valley Fire Department  
 Fire Department Budget  
 Exhibit 4  
 Capital Projects

Inflation	3.0%
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Capital Projects	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total
<b>Capital Improvement Projects (CIP)</b>							
Regional Training Facility	-	\$50,000	-	-	-	-	\$50,000
<b>Total Capital Projects</b>	-	<b>50,000</b>	-	-	-	-	<b>\$50,000</b>
<b>Capital Replacement Projects (CRP)</b>							
Type 1 Engine 2WD	-	-	-	273,182	-	-	273,182
Type 3 (B-22)	-	-	-	-	247,612	-	247,612
Replace Command Vehicle	-	-	74,263	-	-	-	74,263
Replace Utility Vehicle	-	60,000	-	-	-	-	60,000
Water Tender	10,000	250,000	-	-	-	-	260,000
Turnout Gear Replacement	15,000	15,000	15,914	16,391	16,883	-	79,187
SCBAs	-	50,000	-	-	-	-	50,000
Thermal Imaging	-	-	-	-	-	13,911	13,911
Appliance/Furniture Repl	5,000	13,000	-	-	-	-	18,000
ALS Monitors	-	-	-	-	-	94,105	94,105
Station Air Compressor	5,000	-	-	-	-	-	5,000
Ranger 21 (UTV)	-	-	-	-	-	28,982	28,982
ALS Manikin	-	8,000	-	-	-	-	8,000
Radios	8,000	8,000	8,487	8,742	9,004	9,274	51,507
R-21 Hurst Tools	-	-	47,741	-	-	-	47,741
305 AC Repave	-	-	-	-	91,825	-	91,825
New Holland	-	16,667	-	-	35,793	-	52,460
JD Loader	-	-	-	54,582	0	-	54,582
305 HVAC	10,000	6,667	-	140,093	-	-	\$156,760
305 Replace Carpet (board room)	-	1,667	-	-	-	34,743	36,410
305 Replace Locks	-	3,333	3,533	3,639	3,748	3,860	18,113
305 Replace light fixtures	-	5,000	-	-	-	28,982	33,982
305 Exterior paint	-	-	8,841	-	-	-	8,841
305 Interior paint	-	-	-	-	-	30,296	30,296
305 AC Slurry Seal/Pave Patch	-	16,667	-	-	91,825	3,860	\$112,352
1810 Exterior	-	3,125	-	-	-	-	\$3,125
1810 AC Repave	-	-	-	60,100	-	-	\$60,100
1810 AC Slurry Seal/Pave Patch	-	6,250	-	-	-	-	6,250
<b>Total Capital Replcmnt. Projects</b>	<b>\$53,000</b>	<b>463,375</b>	<b>\$158,778</b>	<b>\$556,728</b>	<b>\$496,689</b>	<b>\$248,014</b>	<b>\$1,976,584</b>
<b>Less: Outside Funding Sources</b>							
Operating Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	0	50,000	0	0	0	0	50,000
Fixed Asset Replacement Fund	53,000	463,375	158,778	556,728	496,689	248,014	1,976,584
New SRF Loans	0	0	0	0	0	0	0
New Revenue Bonds	0	0	0	0	0	0	0
<b>Total Outside Funding Sources</b>	<b>\$53,000</b>	<b>\$513,375</b>	<b>\$158,778</b>	<b>\$556,728</b>	<b>\$496,689</b>	<b>\$248,014</b>	<b>\$2,026,584</b>
<b>Contributions to Capital (CRP)</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$175,000</b>	<b>\$150,000</b>	<b>\$125,000</b>	<b>\$1,050,000</b>



Annual Fire Capital Replacement Schedule (2022\$)



## PROPOSED RATES

The proposed maximum water and sewer rates for the District, and the effective dates for the implementation of the rates, are shown in the tables below.

### Water Rates

FY 2023 July 1, 2022	
<b>Fixed Charge – \$/Acct or LU/Year</b>	
<b>Residential (SFR)</b>	\$1,119.84
<b>Condo/Apt./Duplex/2nd Unit (MFR)</b>	\$542.87
<b>Commercial / Commercial Irrigation</b>	
5/8"	\$919.76
3/4"	965.06
1"	1,003.66
1 1/2"	2,249.38
2"	3,588.68
3"	6,738.45
4"	11,240.43
6"	22,484.09
<b>Consumption Charge – \$/1,000 gal</b>	
<b>Residential (SFR)</b>	
0 – 120,000	\$5.44
120,000 - 220,000	11.07
220,000 – 280,000	17.32
280 +	38.33
<b>Condo/Apt./Duplex/2nd Unit (MFR)</b>	9.43
<b>Commercial</b>	7.22
<b>Commercial Irrigation</b>	13.07

### Sewer Rates

FY 2023	
<b>Fixed Charge – \$/Acct or LU/Year</b>	
<b>Residential (SFR)</b>	\$749.28
<b>Condo/Apt./Duplex/2nd Unit (MFR)</b>	589.52
<b>Commercial</b>	1,326.41
<b>Residential – Pool / Spa</b>	978.92
<b>Consumption Charge - \$/1,000 gal</b>	
<b>Commercial &gt;75,000 gallons</b>	17.69

### Garbage Rates

FY 2023	
<b>Residential only, rounded to whole dollar</b>	\$314



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-4  
16 Pages

## FIRE DEPARTMENT ANNUAL REPORT

**DATE:** March 29, 2022  
**TO:** District Board Members  
**FROM:** Allen Riley, Fire Chief  
**SUBJECT:** Fire Department Annual 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.

**DISCUSSION:** This report is a summary of the Fire Department's activities during the 2021 calendar year. The report covers a general overview of the department's call volume, operations, training, and prevention.

**ALTERNATIVES:** This report is for information only.

**FISCAL/RESOURCE IMPACTS:** None

**RECOMMENDATION:** This report is for information only.

**ATTACHMENTS:**

- 2021 Fire Department Annual Report from Chief Riley.
- 2021 EMS, Fleet, and Facilities Report from Captain Rytter (A-Shift).
- 2021 Fire Prevention Report from Captain De Deo (B-Shift).
- 2021 Fire Department Training Report from Captain Chisholm (C-Shift).

**DATE PREPARED:** March 21, 2022





# OLYMPIC VALLEY FIRE DEPARTMENT

## FIRE DEPARTMENT ANNUAL REPORT

A quick summary of our accomplishments and activities during 2021:

- We responded to 520 emergency calls, 13 calls more than 2020.
- Wildfire Smoke and the Covid-19 pandemic again had a significant impact on OVFD's operations and call volume. OVFD staff responded to 273 medical emergency calls, 53% of our overall call volume.
  - ❖ OVFD received Automatic Aid or Mutual Aid 394 times from our neighboring departments, OVFD provided Automatic Aid or Mutual Aid to our neighboring departments 121 times in 2021. OVFD's crews spent a total of 71 days on 3 large campaign fires (Tamarack, Dixie and Caldor Fires) here in Northern California as part of the Master Mutual Aid Program.
- OVFD has a few members on the Truckee Tahoe Regional Technical Rescue Team that has proven to be a very valuable resource for our entire region. Our highly skilled members have been involved in some very unusual, often complicated technical rescues.
- Chief Riley will continue to provide assistance to the State of California Office of Emergency Services as the first alternate Operational Area Coordinator for the Lake Tahoe Basin Operational Area (XTB) as part Cal OES Region IV.

Olympic Valley Fire Department had another challenging year in 2021 dealing with the Covid-19 pandemic (both administratively and operationally) and a long arduous wildland season that was a little too close to home for comfort. I credit the great team of firefighters and administrative staff for getting us through the year with minimal difficulties.

The seasonal firefighter program has been working well to offset the staffing challenges related to the pandemic. The seasonal firefighters are not full-time benefited employees, they work full time during a 4-month time frame during our busy seasons. The main goal of the program is to have 5 people scheduled on shift with a minimum on 4 people on duty (5/4 staffing). 5/4 staffing means even if one person is out (class, sick, vacation, etc.) there is still a minimum of 4 people on duty to comply with federal staffing standards and the ability to split the crew for running multiple calls at the same time. The concern is that our "busy seasons" never really end and we are not seeing much of a drop in demand during the "shoulder seasons". The pandemic has had a significant impact on staffing issues, from quarantine requirements to the ability to get childcare.

Recruitment and retention are a challenge in the fire industry as a whole and we are very aware of the problem here at OVFD. Succession planning is an ongoing process for every agency that strives to meet and exceed the expectations of its constituents and it is our goal to be prepared to meet the needs of our community. The local housing problem is significant to our retention concerns as our members are living further away from the district and may seek employment closer to where they live. The seasonal program has been working well and gives our crews the opportunity to get to know the employee's knowledge, skills, and abilities as well as their overall fit with the organization. We are looking forward to training and mentoring these seasonal firefighters for potential future full-time positions.

## OLYMPIC VALLEY FIRE DEPARTMENT

OVFD is aware and shares the Board's and community's desire to implement a fuels management program and fuels project work. OVFD's Community Wildfire Preparedness Plan is nearing completion. OVFD's contracted Registered Professional Forester, Danielle Bradfield, has taken information from the draft CWPP and has applied for Cal Fire Prevention grants. We look forward to getting some of these fuels management projects done in the near future!

The three shifts share a lot of the department administrative duties on top of their first responder operational duties.

- Captain Josh Rytter (A-Shift) is OVFD's Emergency Medical Services (EMS) Director, making sure all personnel are up to date and compliant with all regulatory agencies with policy, protocols, and EMS trainings. Captain Rytter is also the Fleet and Facilities Manager, keeping our buildings and equipment in service and maintained.
- Captain Chris DeDeo (B-Shift) is OVFD's Prevention Officer overseeing much of the prevention work of the department. Captain DeDeo assists the Chief in Plan Review, Fireworks, Special Events, Tents, LPG, sprinkler, short-term rental inspections and building finals for residential homes. Captain DeDeo also schedules and inspects (with assistance from the other 2 shifts) over 100 commercial business as well as defensible space inspections (approximately 900 single family residences, 23 residential hotel/timeshare/condominium complexes, all vacant parcels and open spaces) in the Valley and Truckee River Corridor, all of which often take multiple inspections before meeting compliance.
- Captain Chisholm (C-Shift) is OVFD's Training and Safety Officer and makes sure we are complying and up to date with a wide variety of state and federally mandated trainings and coordinates with outside agencies to implement mutually beneficial trainings. Captain Chisholm updates all monthly and yearly trainings, task books and career track and specialty training guidance for all OVFD staff members.

See their reports on the following pages. The crews work 48 hour shifts followed by 4 days off (48/96 work schedule), the shifts first priority is to train for and respond to emergencies. Much of their day is planned for training (average 2 hours per day to meet minimum standards), routine station and equipment maintenance and cleaning, engine company inspections, shift specific projects, individual collateral duties, community trainings or classes, running calls and writing reports (every fire and/or medical call requires a written report to be submitted to oversight agencies). OVFD crews stay very busy during their 48 hours shifts and make the most of the available time getting the department's needs met.

I am very proud of the organization that you have trusted me to lead. We have a great group of people and our skills and capabilities are better than ever and make a real difference in the life of the community we serve. I am grateful to the Fire Department staff for their professionalism and enthusiasm, my talented and hard-working colleagues at the District, General Manager Mike Geary and your Board, which has shown tremendous support and confidence in the Fire Department. We love our jobs and appreciate your support and trust!

Thank you for another great year!



# OLYMPIC VALLEY FIRE DEPARTMENT

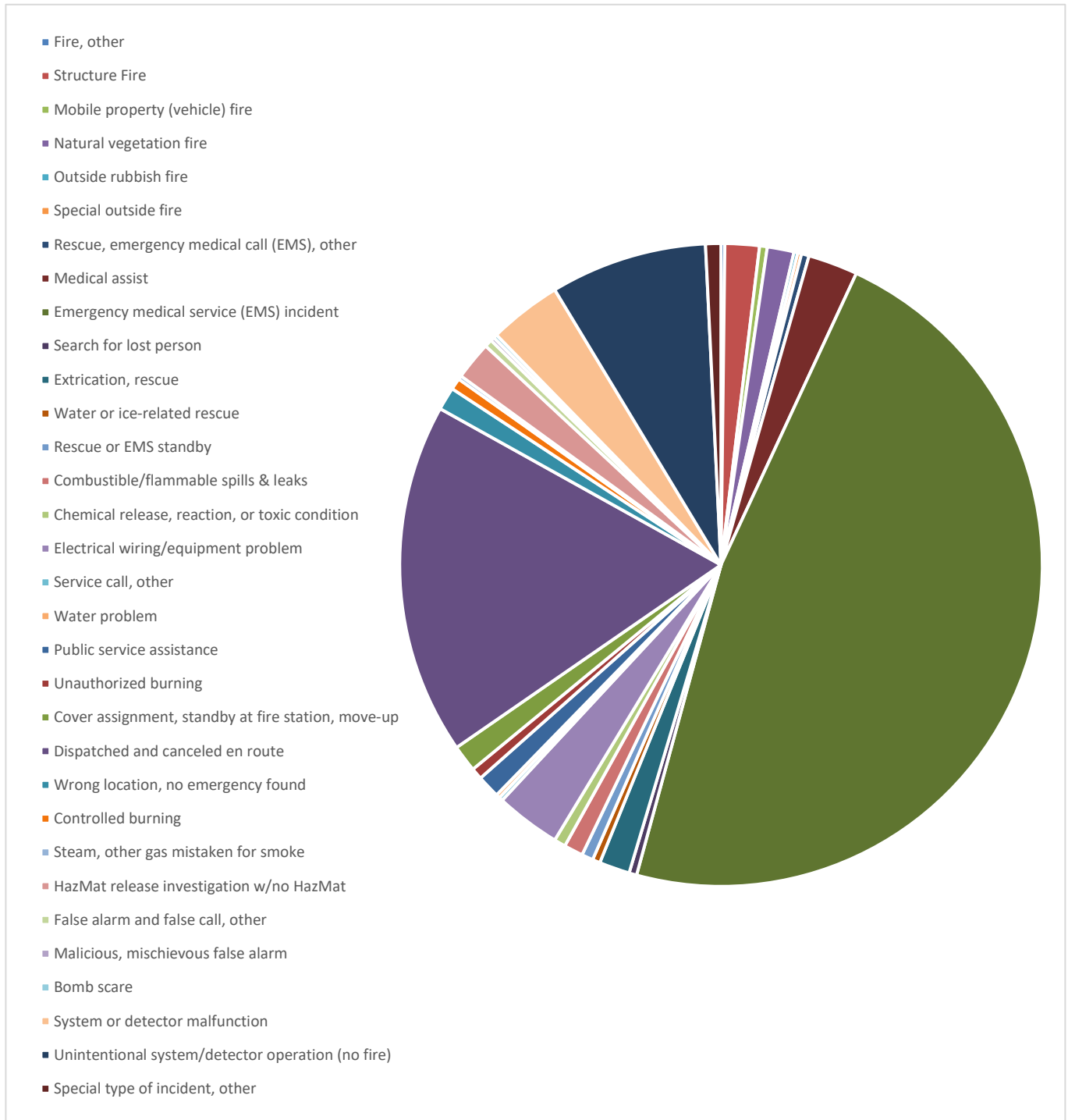
## Emergency Calls by Type – 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fire, other								1					1
Structure Fire	3	1	1					1		1		2	9
Mobile property (vehicle) fire			2										2
Natural vegetation fire						1	2	2	2				7
Outside rubbish fire	1												1
Special outside fire										1			1
Rescue, emergency medical call (EMS), other			1		1								2
Medical assist	1		1			4	2			1	4		13
Emergency medical service (EMS) incident	43	37	48	16	11	10	16	18	8	10	6	23	246
Search for lost person							1		1				2
Extrication, rescue		3			1		1			1	1	1	8
Water or ice-related rescue					1	1							2
Rescue or EMS standby			1							1	1		3
Combustible/flammable spills & leaks		1	2				1	1					5
Chemical release, reaction, or toxic condition			1								1	1	3
Electrical wiring/equipment problem		1			1						1	14	17
Service call, other												1	1
Water problem				1									1
Public service assistance		1	1					1	3				6
Unauthorized burning					1			2					3
Cover assignment, standby at fire station, move-up	1	2	1			1						2	7
Dispatched and canceled en route	9	9	12	8	2	9	10	6	7	3	3	14	92
Wrong location, no emergency found	1					2				2	1		6
Controlled burning					2						1		3
Steam, other gas mistaken for smoke						1							1
HazMat release investigation w/no HazMat	2	1	1		1		1				1	3	10
False alarm and false call, other					1							1	2
Malicious, mischievous false alarm		1											1
Bomb scare							1						1
System or detector malfunction	2	3	1	1				3	1	2	1	5	19
Unintentional system/detector operation (no fire)	2	1	2	2	3	6	4	3	4	3	3	8	41
Special type of incident, other						1	2	1					4
<b>Total</b>	<b>65</b>	<b>61</b>	<b>75</b>	<b>28</b>	<b>25</b>	<b>36</b>	<b>41</b>	<b>39</b>	<b>26</b>	<b>25</b>	<b>24</b>	<b>75</b>	<b>520</b>



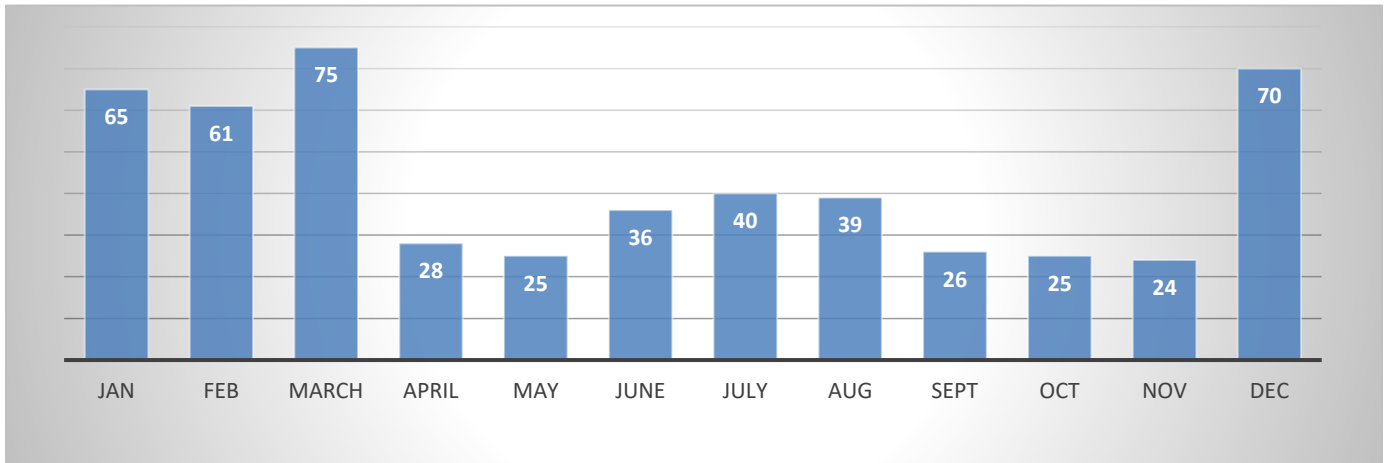
# OLYMPIC VALLEY FIRE DEPARTMENT

## Emergency Calls by Type – 2021

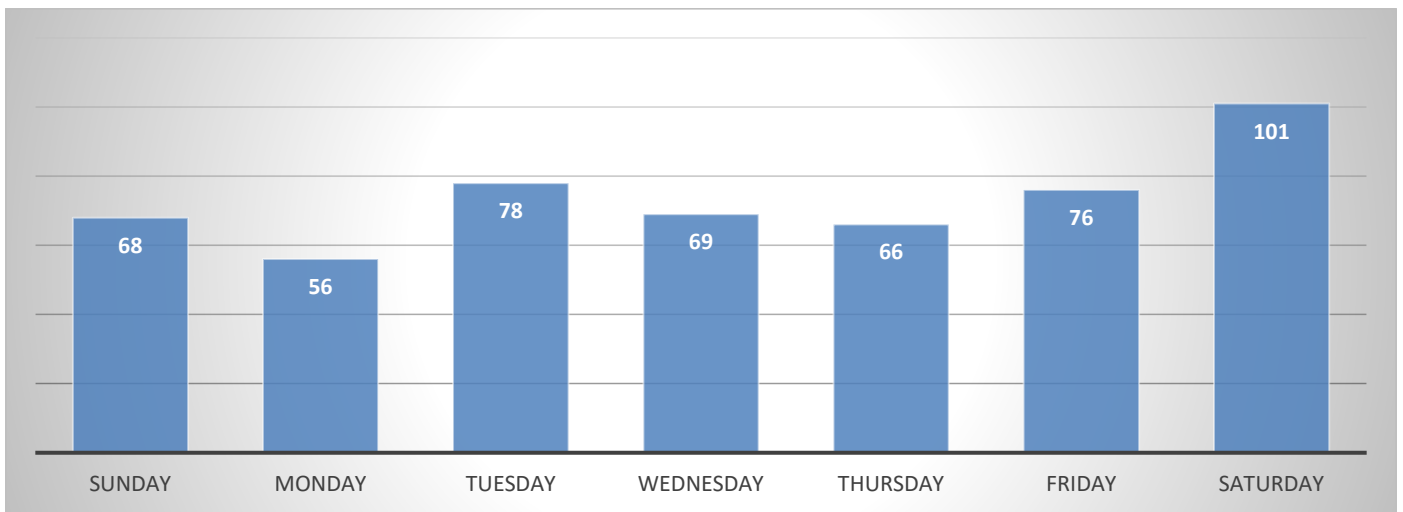


# OLYMPIC VALLEY FIRE DEPARTMENT

## Emergency Calls by Month – 2021

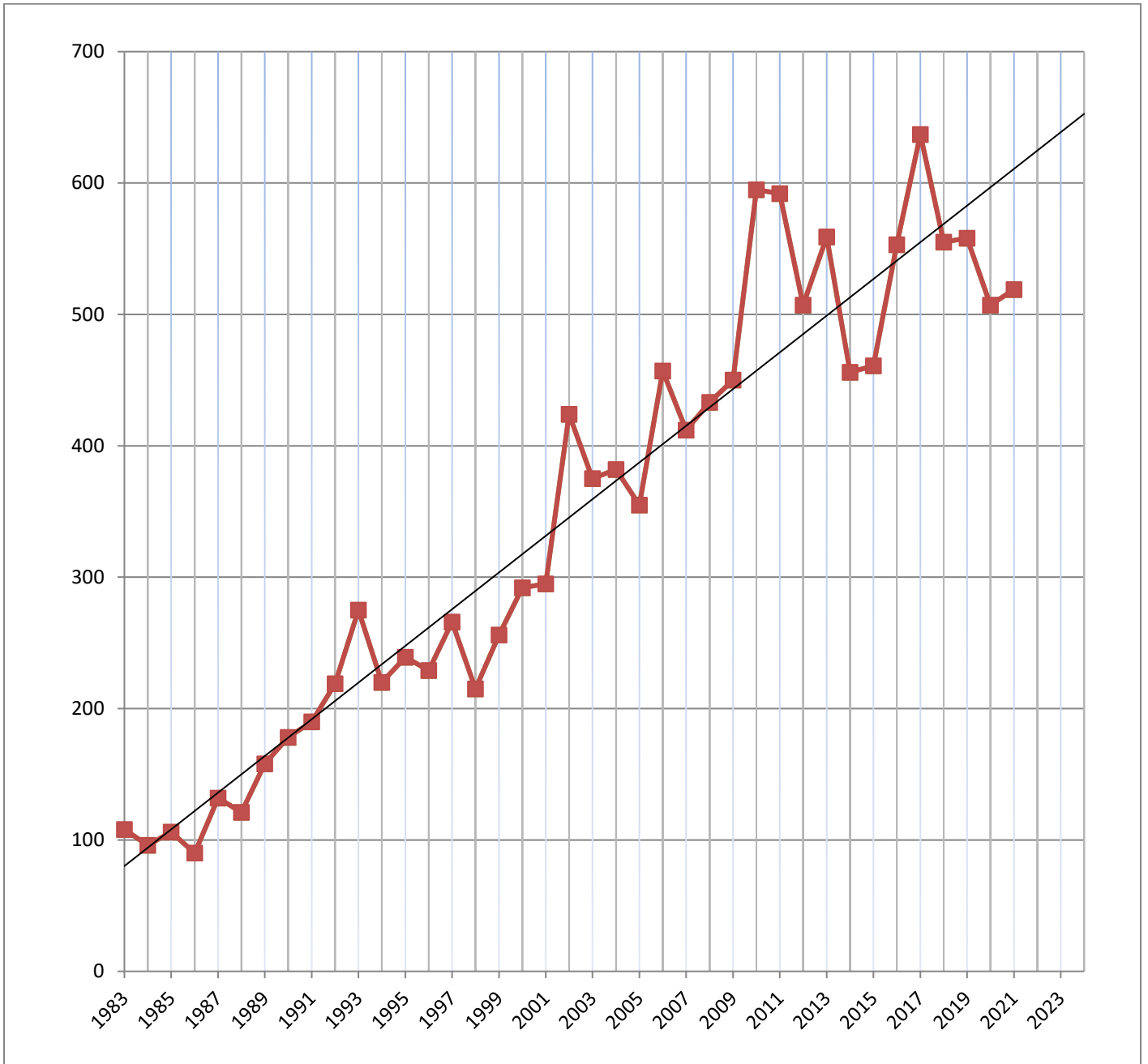


## Calls by Day of Week – 2021



# OLYMPIC VALLEY FIRE DEPARTMENT

## Historic Call Volume 1983 – 2021



# OLYMPIC VALLEY FIRE DEPARTMENT

## Fire Department Staff - 2021

Name	Years of Service
Chief Allen Riley	28
Captain Chris DeDeo	26
Captain Brad Chisholm	24
Firefighter-Paramedic Travis Smith	21
Firefighter-Paramedic John Rogers	18
Firefighter-Paramedic Kurt Gooding	18
Engineer-Paramedic Hans Walde	16
Engineer-Paramedic Josh Rytter	15
Engineer-Paramedic Jeff Geigle	14
Firefighter-Paramedic Mike Wright	4
Firefighter-Paramedic Keith Erickson	4
Firefighter-Paramedic Scott Halterman	4
Firefighter-Paramedic Leroy Valadez	5
Seasonal Firefighter Jerrad Minnor	2
Seasonal Firefighter Scott Carlson	1
Seasonal Firefighter Andrew Phillips	.5



# OLYMPIC VALLEY FIRE DEPARTMENT

## **2021 ANNUAL EMS, FLEET, AND FACILITIES REPORT**

Captain Josh Rytter (A-Shift)

Olympic Valley Fire Department responded to 273 emergency medical services (EMS) incidents last calendar year. Personnel provided timely and professional emergency care to the community and its constituents. The health and well-being of staff, especially challenging during the on-going pandemic is of utmost importance. We were minimally affected by staffing shortages due to Covid. Supplies and medications were in high demand and shortages were routine. We were able to maintain our high level of service and most of the shortages did not have an impact on the fire department.

The fire department is finalizing a regional ambulance transport study by a third-party consultant. The study evaluates the impacts, feasibility, and fiscal liability of providing ambulance service. Olympic Valley Fire Department works under Sierra-Sacramento Valley EMS agency (SSV) for medical direction. SSV updates the region with current policies, protocols, and practices. The fire department EMS Coordinator distributes and provides training to personnel on the constantly changing material.

Our paramedics need 24 hours of continuing education (CE's) and EMT's need 12 hours annually. These mandatory trainings are incorporated in our daily schedule and are required for our license renewal. We are researching new EMS training mannequins to add to the capital budget for 2022/2023. OVFD will be adding Fireline EMT/Paramedic equipment and training to our personnel for a broader level of service during wildland fire season. The fire department was able to stay updated and current during dynamic times and stay within budget for our EMS/Paramedic program.

Fleet and Facility maintenance ensure the highest quality of service, efficiency, and reliability of vehicles and equipment. Most of the repairs and preventative maintenance occur in-house by fire department personnel. Frank Jones Diesel Repair was contracted to provide annual inspections and maintenance on our apparatus. His report includes trends and a detailed list of items that need to be addressed prior to failure. This program is cost effective in catching items for repair prior to catastrophic failure. The on-duty crew does not have the time to perform detailed repairs and complete mandatory Fire and EMS training and education. Neighboring departments have full-time mechanics that lend a hand when it is above our capability and Frank Jones is busy. We maintain nine apparatus and numerous tools to remain in a state of readiness. Continue to monitor asset replacement funds and research the most economical replacement options. Water Tender 21 is being replaced by a new tender from Midwest Fire scheduled to be completed in the Spring of 2023.

General maintenance of the facility is continually ongoing. Like fleet maintenance, most of the repairs occur by shift personnel while working around their daily routine and in between emergency incidents. Portions of the interior lighting is slowly being upgraded to LED. Researching options for flooring/carpet replacement and appliance replacement. Continue to monitor fleet and facility maintenance and/or repairs prior to catastrophic failure and maintain our high level of professionalism and readiness for the community.

Sincerely,

Josh Rytter

# OLYMPIC VALLEY FIRE DEPARTMENT

## Fire Department Fleet - 2021

Designator	Year	Description	Mileage
Engine 21	2016	All-wheel drive Type 1 structure engine	18,607
Engine 221	2001	Two-wheel drive Type 1 structure engine	36,462
Brush 21	2017	Type III wildland/urban interface engine	16,930
Brush 22	1998	Type III wildland/urban interface engine	35,697
Water Tender 21	1988	2100 gallon water tender/pumper	161,415
Rescue 21	2006	Medium rescue with vehicle extrication	13,294
Utility 21	2011	Ford F150 Crew Cab pickup truck	47,728
Command 21	2016	Ford Interceptor	51,280
Ranger 21	2014	Polaris Ranger Crew 900 UTV	931

# OLYMPIC VALLEY FIRE DEPARTMENT

## **2021 ANNUAL PREVENTION REPORT**

Captain Chris De Deo (B-Shift)

### **Defensible Space Inspections**

Olympic Valley Fire Department - working at the engine company level – completed our first round of defensible space inspections on 100% of our district's single family and condominium residences in Olympic Valley proper in June. After the first round of inspections and mailed notices, approximately 70% of the homes were in compliance. However, due to the lack of manpower, second inspections and the river corridor were not 100% completed and followed up selectively. Our defensible space program continues to be one of the most thorough and comprehensive programs of any fire department in the region.

OVFD supported residents by writing letters to help property owners maintain their homeowner's insurance. Additionally, OVFD reached out to the community residents by posting wildland fire information on the district website, in local newspapers and on social media. The fire danger rating sign was staged in front of the station to inform the public of the day's fire danger. Defensible space cleanup days were coordinated with OVPSD, Friends of Squaw Valley and Palisades Tahoe. Over the five separate clean up days throughout the summer, Olympic Valley homeowners removed 240 cubic yards of green waste! Thank you to all the homeowners that participated and OVPSD, Friends of Squaw Valley and Palisades Tahoe for supporting our communities green waste days.

The Firewise Program gets the community involved in taking action and ownership for protecting their homes and community against the threat of wildfire, with a focus on defensible space and “home hardening”. OVFD worked with members of the Firewise community on their recertification through the 2022 calendar year. We also worked with several condominium associations to meet the Firewise recommendations on vegetation management and fire resistive construction. OVFD's Fire Prevention and Defensible Space Program educated the community regarding open fire pits, barbecues, and general fire safe practices and as a result, did not experience any property loss due to wildland fires last year.

### **Commercial and Residential Occupancy Inspections**

The Olympic Valley Fire Department – working at the engine company level – is responsible for: inspecting ALL buildings used for commercial purposes, places of assembly, apartments, condominiums, schools, and hotels within the OVFD service area. We are also responsible for: inspecting temporary tent structures, firework displays, underground and above ground propane tank installations, residential and commercial sprinkler installations, and standpipe systems. General plan checks relating to the fire department are done by Chief Riley.

The goal of our inspection program is to identify and abate any unsafe conditions and promote a safer environment within the establishments. Additionally, it also allows OVFD line personnel to familiarize themselves with the layout of the buildings in the event of an incident and to update Pre-Fire Plans.

## OLYMPIC VALLEY FIRE DEPARTMENT

In addition to our Prevention Program duties, OVFD conducted fire alarm evacuation drills with Lake Tahoe Preparatory School and Creekside Charter School. We teach classes to the public and have five certified instructors that teach CPR, Heart Saver, Heart Saver BLS, First Aid and AED. OVFD is also the only fire department in the Tahoe-Truckee area certified for car seat installations. We continue to remain a reliable resource for the community while maintaining positive and cooperative working relationships with business owners and property management companies in the district.

### **2022 Objectives**

OVFD is now working on a digital platform for all inspections. The focus will remain on dead trees, vacant lots, home hardening and maintaining properties once in defensible space compliance. All commercial occupancies will be scheduled for inspections this year and updated on our pre-fire plans. OVFD will continue to support the Firewise committee in their goal to better prepare our community against wildfire threats. We are also in a new fire code adoption year. We have had many meetings with our local fire prevention officers, Placer County, and vendors. Adopting and revising the Uniform Fire Code is a long and tedious process.

### **Prevention Officer workload**

With the continuing increase and demand on Prevention it is evident that more labor hours and training are necessary to provide our community with the current level of service. OVFD Prevention Program often falls behind our expected goals due to the lack of a dedicated Prevention / Risk Reduction Officer (RRO).

Chief Riley approves the allocation of overtime for line staff to come in off-duty to complete prevention related work. However, family and personal commitments have proven this difficult for the line staff to accomplish.

A full-time Fire Prevention / RRO could be tasked with the majority of commercial inspections, STR's, defensible space, and help Chief Riley with the many types of residential inspections listed above. A Prevention / RRO would also be the department coordinator for all on-going long-term projects with Firewise, USFS and Cal Fire, to name a few. Additionally, the Prevention / RRO position would benefit the line staff by freeing up time for their ongoing station projects, vehicle and equipment maintenance, education as well as the continuous addition of company trainings that contribute to our Insurance Services Office (ISO) 2 rating.

Sincerely,  
Chris De Deo



# OLYMPIC VALLEY FIRE DEPARTMENT

## 2021 ANNUAL TRAINING REPORT Captain Brad Chisholm (C-Shift)

Training for Olympic Valley Fire Department in 2021 was a significant and refreshing rebound from the challenges faced in 2020. We continue to see advancement in our members with work towards compliance with mandates, best practices, and industry standards.

### Classes:

Most State Fire Marshal classes returned to in-person instruction in 2021, with specific Covid precautions in place. Local classes, however, were still hard to come by. Many classes also continued to be available only remotely.

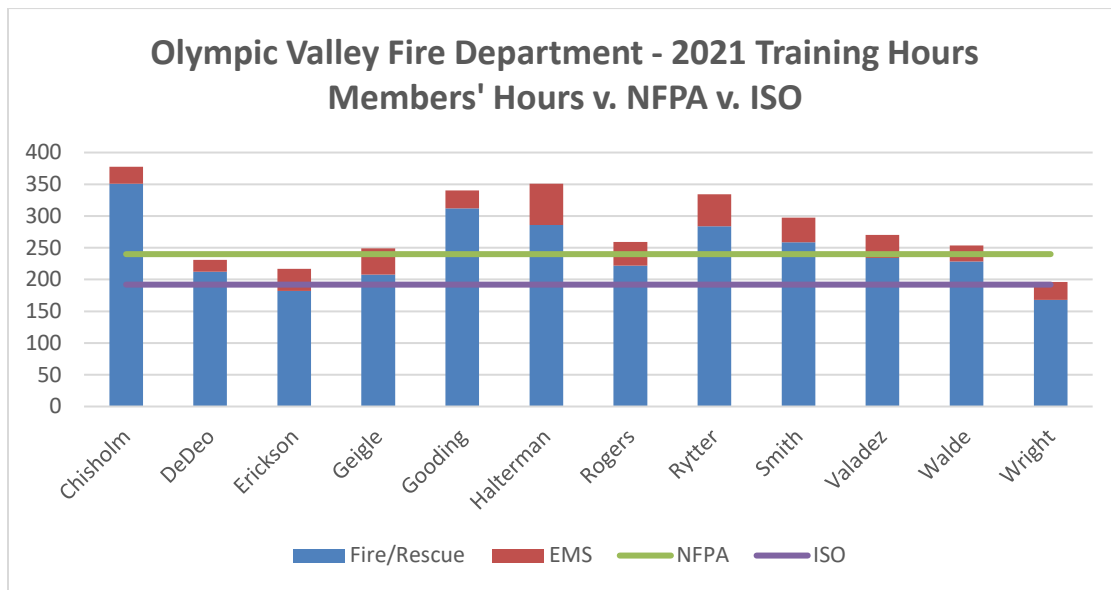
OVFD continues to offer very generous class incentives. In 2021, OVFD personnel attended 20 fire/rescue related classes. While this is a significant increase from the 12 classes attended in 2020, we are still well shy of pre-pandemic numbers. Below charts the fire/rescue classes and hours of OVFD members in 2021. As shown, most hours are from only a few members, while others have a few class hours, and some have no class hours.

Member Name	Classes Attended	Total Hours
Chisholm	5	170
DeDeo	1	32
Erickson	0	0
Geigle	0	0
Gooding	7	141
Halterman	5	136
Rogers	0	0
Rytter	0	0
Valadez	1	40
Walde	0	0
Wright	1	24
<b>TOTAL</b>	<b>20</b>	<b>493</b>

It is vitally important that *all* OVFD members diversify their training in the many ways possible (in-house/company training, on-line/virtual, seminars/symposiums, instructor led classes, manipulative local/regional training) in order to build and maintain KSA, prepare for promotional opportunities and succession planning, understand industry standards and best practices, and to simply stay engaged. While we do well collectively, individually there is room left for improvement.

OVFD strives to meet NFPA standards of 240 hours per person, per year. NFPA recognizes all training hours for a year - fire, rescue, and EMS. ISO however, is not interested in EMS, and requires only 192 annual hours specific to fire/rescue related training. The following graph illustrates the training hours of OVFD members in 2021.

## OLYMPIC VALLEY FIRE DEPARTMENT



Our Annual Training Calendar includes training topics that are considered mandatory. Out of the 12 mandatory topics, nine were completed by all of our members. One member missed one and one member missed three. While there is no excuse for not completing these trainings, both of these members had prolonged periods away from work for family related reasons.

### **Personnel:**

Seasonal Firefighters: We continue to staff Seasonal Firefighters. In the past we have conducted “mini-academies” over a couple weekends, but now that we have only three Seasonal Firefighters, and typically one or two return after their initial four-month commitment, running an academy makes little sense. As a result, training these members falls on the shift to which the Seasonal Firefighter is assigned. While this is not an insignificant burden to the shift, it is often refreshing to train newer members and revisit the “bread and butter” tasks associated with the job.

Our Seasonal Firefighters are assigned a task-book that they are expected to complete in their first four-month assignment. This task-book takes the place of the mini-academy. For shifts that have a returning Seasonal Firefighter, we simply include them in the Company Training calendar items the shift performs. With the addition of Seasonal Firefighters, we can typically provide two staffed apparatus. This allows us flexibility to respond to simultaneous incidents in our district, as well as mutual aid incidents, while still maintain coverage of our district. Once the Seasonal Firefighters are at a certain point, their Captain can assign them to the Rescue for Station 22 shifts.

Firefighters: Our Firefighters are progressing with their Career Track. Of our six Firefighters, four are Acting Engineer qualified, two have their Company Officer Certification, and six are Confined Space Rescue qualified. A diverse and qualified group of Firefighters greatly helps with our ability to meet our Mission.

Engineers: Our most junior Engineer completed his one-year probation and now joins the other Engineers to be qualified as an Acting Captain. This too adds to our flexibility to respond to calls locally and throughout the State.

## OLYMPIC VALLEY FIRE DEPARTMENT

Captains: OVFD Captains do their best to stay current on their KSA and to bring that to their shifts. It is important for our Captains to continue to take classes and we are very supportive of any desire they might have to do this. We also encourage our Captains, like all of our ranks, to be comfortable stepping into the role of their supervisor. This allows for members to better understand the roles, responsibilities, and subsequent decision-making process of their superiors, as well as, again, to add to the Department's flexibility in responding to calls.

Our Captains, Engineers and senior Firefighters are among the most seasoned, experienced, capable, and best trained fire personnel in the area.

### **California State Fire Marshall / State Fire Training (SFT):**

CSFM classes continue to be a very valuable resource for the education of OVFD members. State Fire Training continues to align their requirements with IFSAC and Pro Board to create a national standard. This also includes aligning with NWCG and FEMA-NIMS courses. Most of these classes OVFD members attended are in the greater Sacramento Valley area, but on occasion they are offered locally. Our members use these classes to build their knowledge, for continuing education, and to prepare for promotional opportunities. These classes are critical to strike a proper balance manipulative and classroom-based training.

### **Truckee meadows Community College (TMCC):**

TMCC has also become a valuable and very practical resource for classes. While most of the classes offered at TMCC are wildland focused, which are important, they do also offer a few that relate to municipal firefighting and the Incident Command System.

### **California Fire and Rescue Training Authority / El Dorado Hills Fire Department**

CFRTA, a joint regional training consortium comprised of Cal-OES, Sacramento City FD and Sacramento Metro FD, will be closing its doors. This is a significant loss of a very valuable resource for CSFM courses that our members have used for many years. While many of the classes CFRTA has offered will not be available as frequently in the Sacramento area, El Dorado Hills FD has stepped up and intends to build a training program to fill much of the void left by CFRTA.

### **North Tahoe Training Officers' Association:**

NTTOA meetings only returned to in-person in December 2021. NTTOA essentially picked up where we left off, but it feels like it will take a while to get used to meeting and coordinating training regionally again. Rapid Intervention Crew and High-Rise Cadres along with wildland related classes remain a priority. We are also scheduling live fire drills, technical training opportunities and a wildland drill.

### **Training Facility:**

#### Local:

A training facility is a place where firefighters can throw ladders, pull hose, flow water, breach walls, extricate victims, force entry, and ventilate windows and roofs. With our lack of a training ground, training is often simply theorizing, not training. Some ideas for such a facility in our district include - Station 21: modify the northeast stairwell: move the LPG tanks underground and place shipping containers there; shipping containers on the roof of the utility garage. Station 22: shipping containers out back; conversion of part of the apparatus bays.

## OLYMPIC VALLEY FIRE DEPARTMENT

A motto in the fire service is “train like it’s the real thing.” We make every effort to do this but without a more accommodating facility, we are challenged to achieve this.

### Regional:

This continues to be in the talking and planning stages, but Truckee-Tahoe Airport executives continue to be supportive and are working with local fire agencies to bring a large, modern, multi-use regional training facility to fruition. The latest projection is that we might break ground in Spring of 2022. While we have had similar projections in the past, OVFD members remain engaged, have funds earmarked, and are still working on a buildout timeframe, sight layout, training delivery methods, and regional approaches/cooperation. The vision of build-out would be a three-story tower that accommodates Class A and Class B fuels, high angle rescue props, roof/ceiling props, FDC, etc. Ground level props including aircraft, railroad, trench, confined space, and LPG/LNG. We also envision a fully functional classroom, lockers, storage as well as dedicated apparatus, equipment, and props.

While this facility would certainly be a game changer for local fire Departments - allowing for routine multi-company/multi-agency trainings and drills, local fire academies and to host SFT classes - it should only serve to compliment a training facility in our district.

### **Insurance Services Office (ISO):**

A significant part of an ISO audit involves training, and we continue to work to meet these standards. We are successful in most of their requirements, but because we lack a facility that ISO deems appropriate, we come up short on some of their requirements, Facility Training, most notably. Target Solutions continues to be a very helpful tool to coordinate and meet ISO requirements.

### **2022:**

In the year ahead we will continue to use Target Solutions as our training platform to build, assign, track, and log training. We will work to build KSA in our newly promoted members, our seasonal firefighters as well as in our more senior members. We anticipate, encourage, and support our members taking classes, peruse career advancement opportunities and remain engaged and updated. We will be diligent and creative in our approach to training and remain hopeful that both a local and regional training facility are prioritized.

While Olympic Valley Fire Department does have challenges with training, we also have many successes. We train and work hard to meet the needs of our both our immediate community and the State of California and appreciate the support we receive from Chief Riley, the General Manager, and the Board of Directors in this effort.

Respectfully,  
Brad Chisholm





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-5  
9 Pages

## FIRE DEPARTMENT INSPECTION RECEIPT

**DATE:** March 29, 2022  
**TO:** District Board Members  
**FROM:** Allen Riley, Fire Chief  
**SUBJECT:** Resolution Acknowledging Inspection of Group E and Group R Occupancies.

**BACKGROUND:** On September 27th, 2018, Section 13146.4 was added to the California Health & Safety Code. This requires all fire departments to report to their Board of Directors the ability to meet Sections 13146.2 and 13146.3 regarding completing the required inspections of Educational Group and Residential Group Occupancies.

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Olympic Valley Public Service District, there are 3 Group E occupancies, buildings, structures and/or facilities.

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including residential care facilities). Within the Olympic Valley Public Service District, there are 23 Group R (and their associated sub-categories) occupancies of this nature.

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

In total, the Fire Department performed 255 building inspections on items such as the annual commercial building inspections detailed above, residential fire sprinkler systems, short-term rentals, underground propane tanks, and residential final building inspections. This does not include non-building inspections, such as those associated with events or temporary structures.

**ALTERNATIVES:** 1. Adopt Resolution 2022-08 acknowledging inspections of Group E and Group R occupancies.

2. Do not adopt Resolution 2022-08.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Adopt Resolution 2022-08 acknowledging inspections of Group E and Group R occupancies.

**ATTACHMENTS:** Resolution 2022-08  
2021 Building Inspection Summary

**DATE PREPARED:** March 9, 2022

## RESOLUTION 2022-08

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF OF THE OLYMPIC VALLEY FIRE DEPARTMENT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO PERFORM ANNUAL INSPECTIONS IN SUCH OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Olympic Valley Fire Department, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Olympic Valley Fire Department, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the Board of Directors of the Olympic Valley Public Service District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the Olympic Valley Fire Department's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Olympic Valley Public Service District that said Board expressly acknowledges the measure of compliance of the Olympic Valley Fire Department with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the Olympic Valley Public Service District, as follows:

A. **EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the Olympic Valley Public Service District, there are 3 Group E occupancies, buildings, structures and/or facilities.

During calendar year 2021, the Olympic Valley Fire Department completed the annual inspection of 3 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. Within the Olympic Valley Public Service District, there are 23 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2021, the Olympic Valley Fire Department completed the annual inspection of 23 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

PASSED AND ADOPTED this 29<sup>th</sup> day of March 2022 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Bill Hudson, Board Vice-President

ATTEST:

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





## 2021 Building Inspection Summary

Inspection Type	Inspector	Last Inspection	Address
Short-Term Rental	NULL	01/01/2021	227 Squaw Valley RD
Residential Final	RILEY, ALLEN	01/11/2021	377 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	01/11/2021	385 Palisades CIR
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	01/16/2021	201 Squaw Peak RD
Residential Final	RILEY, ALLEN	01/19/2021	381 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	01/19/2021	208 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	01/19/2021	212 Palisades CIR
Residential Final	RILEY, ALLEN	01/26/2021	212 Palisades CIR
Residential Final	RILEY, ALLEN	01/26/2021	208 Palisades CIR
Commercial (Annual)	GEIGLE, JEFF	01/29/2020	3039 River RD
Commercial (Annual)	RYTTER, JOSH	01/29/2021	1960 Squaw Valley RD
Residential Final	RILEY, ALLEN	02/01/2021	212 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	2/9/2021	377 Palisades CIR
Commercial (Annual)	GEIGLE, JEFF	02/19/2021	1750 Village East RD
Short-Term Rental	NULL	2/12/2021	7260 River RD
Short-Term Rental	RYTTER, JOSH	2/12/2021	1301 Sandy WAY
Commercial (Annual)	GEIGLE, JEFF	02/19/2021	1750 Village East RD
Commercial (Annual)	GEIGLE, JEFF	02/19/2021	1750 Village East RD
Short-Term Rental	CHISHOLM, BRAD	02/19/2021	100 Winding Creek RD
Short-Term Rental	DEDEO, CHRIS	03/05/2021	2940 river road
Residential Final	RILEY, ALLEN	03/09/2021	236 Palisades CIR
Residential Final	RILEY, ALLEN	03/09/2021	232 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	3/9/2021	236 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	3/9/2021	232 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	3/9/2021	228 Palisades CIR
Residential Final	RILEY, ALLEN	03/09/2021	228 Palisades CIR
Commercial (Annual)	NULL	03/11/2020	100 Winding Creek RD
Commercial (Annual)	NULL	03/11/2020	100 Winding Creek RD
Commercial (Annual)	NULL	03/11/2020	100 Winding Creek RD
Commercial (Annual)	NULL	03/11/2020	100 Winding Creek RD
Short-Term Rental	RYTTER, JOSH	03/11/2020	100 Winding Creek RD
Commercial (Annual)	RYTTER, JOSH	03/11/2020	1600 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	03/15/2020	235 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	03/15/2020	235 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	03/15/2020	235 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	03/15/2020	235 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	03/15/2020	235 Squaw Valley RD
Residential Fire Sprinkler System	RILEY, ALLEN	03/22/2021	381 Palisades CIR
Residential Final	RILEY, ALLEN	3/22/2021	221 Winding Creek RD
Commercial (Annual)	DEDEO, CHRIS	03/23/2021	400 Squaw Creek RD
Commercial (Annual)	DEDEO, CHRIS	03/23/2021	400 Squaw Creek RD

Commercial (Annual)	DEDEO, CHRIS	03/23/2021	400 Squaw Creek RD
Residential Fire Sprinkler System	RILEY, ALLEN	03/29/2021	236 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	03/29/2021	232 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	03/29/2021	120 Granite View CT
Commercial (Annual)	RYTTER, JOSH	03/30/2021	1750 Village East RD
Residential Fire Sprinkler System	RILEY, ALLEN	03/31/2021	220 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	03/31/2021	216 Palisades
Residential Final	RILEY, ALLEN	03/31/2021	224 Palisades CIR
Short-Term Rental	DEDEO, CHRIS	4/4/2021	2940 river road
Residential Final	RILEY, ALLEN	04/05/2021	389 Palisades CIR
Commercial (Annual)	DEDEO, CHRIS	04/08/2020	1916 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	04/08/2020	1916 Chamonix PL
Commercial (Annual)	RYTTER, JOSH	04/08/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	04/08/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	04/08/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	04/08/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	04/08/2021	1750 Village East RD
Residential Final	RILEY, ALLEN	04/09/2021	393 Palisades CIR
Commercial (Annual)	GEIGLE, JEFF	04/14/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	04/14/2021	1960 Squaw Valley RD
Residential Fire Sprinkler System	RILEY, ALLEN	04/19/2021	224 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	04/19/2021	389 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	04/19/2021	228 Palisades CIR
Commercial (Annual)	DEDEO, CHRIS	04/27/2021	1916 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	04/27/2021	1916 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	04/29/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	04/29/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	04/29/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	04/29/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	04/29/2021	1750 Village East RD
Residential Final	RILEY, ALLEN	04/30/2021	220 Palisades CIR
Residential Final	RILEY, ALLEN	04/30/2021	216 Palisades
Residential Fire Sprinkler System	RILEY, ALLEN	05/07/2021	269 Palisades CIR
Residential Final	RILEY, ALLEN	05/07/2021	269 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	05/07/2021	265 Palisades CIR
Residential Final	RILEY, ALLEN	05/07/2021	265 Palisades CIR
Commercial (Annual)	RYTTER, JOSH	05/10/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/10/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/10/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/10/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/14/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/14/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/14/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	05/14/2021	1750 Village East RD
Residential Fire Sprinkler System	RILEY, ALLEN	05/14/2021	393 Palisades CIR
Commercial (Annual)	CHISHOLM, BRAD	05/23/2019	3037 River RD
Commercial (Annual)	DEDEO, CHRIS	05/25/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	05/25/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	05/25/2021	1960 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	05/25/2021	1960 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	05/25/2021	1960 Squaw Valley RD



Commercial (Annual)	DEDEO, CHRIS	07/08/2021	1960 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	07/08/2021	1960 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	07/08/2021	1960 Squaw Valley RD
Residential Fire Sprinkler System	RILEY, ALLEN	7/14/2021	277 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	07/14/2021	277 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	7/20/2021	210 Smiley CT
Residential Final	RILEY, ALLEN	07/20/2021	210 Smiley CT
Residential Final	RILEY, ALLEN	07/20/2021	215 Winding Creek RD
Commercial (Annual)	DEDEO, CHRIS	07/22/2020	400 Squaw Creek RD
Commercial (Annual)	DEDEO, CHRIS	07/22/2020	400 Squaw Creek RD
Commercial (Annual)	DEDEO, CHRIS	07/22/2020	400 Squaw Creek RD
Residential Fire Sprinkler System	RILEY, ALLEN	07/28/2021	281 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	7/31/2021	272 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	08/10/2021	291 Palisades CIR
LPG Tank - Underground	DEDEO, CHRIS	8/20/2021	295 Palisades CIR
Residential Final	RILEY, ALLEN	08/20/2021	295 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	8/31/2021	281 Palisades CIR
Commercial (Annual)	CHISHOLM, BRAD	09/15/2021	1750 Village East RD
Commercial (Annual)	GOODING, KURT	09/21/2021	1750 Village East RD
Commercial (Annual)	GOODING, KURT	09/21/2021	1750 Village East RD
Commercial (Annual)	GOODING, KURT	09/21/2021	1750 Village East RD
Commercial (Annual)	GOODING, KURT	09/21/2021	1750 Village East RD
LPG Tank - Underground	RILEY, ALLEN	09/23/2021	300 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	09/23/2021	296 Palisades CIR
Residential Final	RILEY, ALLEN	09/23/2021	280 Palisades CIR
Commercial (Annual)	CHISHOLM, BRAD	09/26/2020	400 Squaw Peak RD
Residential Final	RILEY, ALLEN	9/29/2021	288 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	9/29/2021	317 Palisades CIR
Residential Final	RILEY, ALLEN	9/29/2021	292 Palisades CIR
Residential Final	RILEY, ALLEN	9/29/2021	288 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	10/04/2021	280 Palisades CIR
Residential Final	RILEY, ALLEN	10/4/2021	284 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	10/07/2020	220 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	10/07/2020	216 Palisades
Residential Fire Sprinkler System	RILEY, ALLEN	10/07/2020	208 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	10/07/2020	212 Palisades CIR
Commercial (Annual)	CHISHOLM, BRAD	10/15/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	1755 Squaw Loop RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	10/18/2021	201 Squaw Peak RD
Commercial (Annual)	VALADEZ, LEROY	10/21/2021	1750 Village East RD
Commercial (Annual)	VALADEZ, LEROY	10/26/2021	1 1995 Squaw Valley Rd Ste 12
Commercial (Annual)	VALADEZ, LEROY	10/26/2021	1750 Village East RD
Residential Final	RILEY, ALLEN	11/01/2021	296 Palisades CIR
Residential Final	RILEY, ALLEN	11/01/2021	300 Palisades CIR
Commercial (Annual)	RYTTER, JOSH	11/02/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	11/04/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	11/04/2021	1750 Village East RD



Commercial (Annual)	CHISHOLM, BRAD	11/04/2021	1602 Christy Hill RD
Commercial (Annual)	CHISHOLM, BRAD	11/04/2021	1750 Village East RD
Residential Fire Sprinkler System	RILEY, ALLEN	11/06/2020	257 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	11/06/2020	257 Palisades CIR
Commercial (Annual)	CHISHOLM, BRAD	11/08/2021	3041 River RD
Commercial (Annual)	VALADEZ, LEROY	11/08/2021	1750 Village East RD
Commercial (Annual)	RYTTER, JOSH	11/14/2020	1602 Christy Hill RD
Commercial (Annual)	DEDEO, CHRIS	11/17/2021	1909 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	11/17/2021	1909 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	11/18/2020	1909 Chamonix PL
Commercial (Annual)	DEDEO, CHRIS	11/18/2020	1909 Chamonix PL
Residential Fire Sprinkler System	RILEY, ALLEN	11/24/2020	1144 Lanny LN
Commercial (Annual)	VALADEZ, LEROY	11/25/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	11/25/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	11/25/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	11/29/2021	1920 Squaw Valley RD
Short-Term Rental	DEDEO, CHRIS	11/30/2021	1080 Sandy way
Commercial (Annual)	CHISHOLM, BRAD	12/02/2018	3041 River RD
Commercial (Annual)	CHISHOLM, BRAD	12/02/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	12/02/2021	1750 Village East RD
Commercial (Annual)	CHISHOLM, BRAD	12/02/2021	1750 Village East RD
Commercial (Annual)	DEDEO, CHRIS	12/05/2019	1920 Squaw Valley RD
Commercial (Annual)	CHISHOLM, BRAD	12/08/2021	1750 Village East RD
Residential Fire Sprinkler System	RILEY, ALLEN	12/11/2020	385 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	12/11/2020	389 Palisades CIR
Commercial (Annual)	WRIGHT, MIKE	12/11/2020	450 Squaw Peak RD
Residential Fire Sprinkler System	RILEY, ALLEN	12/11/2020	381 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	12/11/2020	393 Palisades CIR
Commercial (Annual)	NULL	12/12/2020	1960 Squaw Valley RD
Commercial (Annual)	NULL	12/12/2020	1750 Village East RD
Commercial (Annual)	WALDE, HANS	12/16/2020	227 Squaw Valley RD
Commercial (Annual)	DEDEO, CHRIS	12/16/2020	1755 Squaw Loop RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Commercial (Annual)	DEDEO, CHRIS	12/17/2020	201 Squaw Peak RD
Residential Final	RILEY, ALLEN	12/21/2020	120 Granite View CT
Residential Fire Sprinkler System	RILEY, ALLEN	12/29/2020	215 Winding Creek RD
Short-Term Rental	RYTTER, JOSH	12/3/2021	227 #49 Squaw Valley Road
Short-Term Rental	RYTTER, JOSH	12/3/2021	227 Squaw Valley Road
Residential Final	RILEY, ALLEN	12/9/2021	304 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	12/9/2021	304 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	12/9/2021	308 Palisades CIR
Residential Final	RILEY, ALLEN	12/9/2021	308 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	12/9/2021	312 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	12/9/2021	312 Palisades CIR
LPG Tank - Underground	RILEY, ALLEN	12/9/2021	316 Palisades CIR
Residential Fire Sprinkler System	RILEY, ALLEN	12/9/2021	316 Palisades CIR
Short-Term Rental	DEDEO, CHRIS	12/17/2021	1530 squaw valley road



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-6  
5 Pages

## BRI FLEXIBLE BENEFIT PLAN AMENDMENT

**DATE:** March 29, 2022

**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, deductibles, prescriptions, orthodontics, expenses not covered by health insurance, etc.).

**DISCUSSION:** The maximum limit that an employee can contribute to a Health FSA and Dependent Care FSA on a tax-free basis is set by the Internal Revenue Service (IRS). For 2021, the maximum amount an employee could deduct for a Health FSA was \$2,750 and the maximum rollover amount was \$550. For 2022, the maximum is increased to \$2,850 and the maximum rollover amount will be increased to \$570. In the 2021 plan year, the maximum amount that could be set aside for eligible dependent care services was sharply increased in response to the pandemic and was generally \$10,500 subject to qualifications. For 2022, the maximum deduction for eligible dependent care services is \$5,000.

Effective January 1, 2022 the Plan has been amended to rollover funds two business days after the 15th of the month following the end of the prior plan year. The District is required to adopt the plan amendment with this change through resolution.

**ALTERNATIVES:** 1. Adopt Resolution 2022-09, approving the Plan Amendment to amend the rollover funding date, and authorizing the General Manager to execute the Plan Amendment on behalf of the District.

2. Do not adopt Resolution 2022-09.

**FISCAL/RESOURCE IMPACTS:** BRI charges the District \$100.00 monthly to administer this service. Employees voluntarily contribute to the Plan.

**RECOMMENDATION:** Adopt Resolution 2022-09.

**ATTACHMENTS:** Resolution 2022-09.

**DATE PREPARED:** March 9, 2022

**AMENDMENT RESOLUTION\***  
**-of the-**  
**PLAN ADMINISTRATOR**  
**-for-**  
Olympic Valley Public Service District  
**RESOLUTION 2022-09**

The undersigned, being the Plan Administrator of Olympic Valley Public Service District (the "Corporation"), a CA 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 1/1/2022 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 29TH day of MARCH, 2022.

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

*\*Effective 1/1/2022; Plan is hereby amended to rollover funds two business days after the 15<sup>th</sup> of the month following the end of the prior plan year.*





**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 Olympic 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: \$2,850.
- (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 with Beniversal® MasterCard®

## 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 participants are allowed to rollover up to \$570 of unused Medical FSA funds on the 15th of the month following the end of the 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

## SCADA Server Replacement

**DATE:** March 29, 2022  
**TO:** District Board Members  
**FROM:** Dave Hunt, District Engineer  
**SUBJECT:** Professional Services Agreement with Sierra Controls, LLC for the SCADA Server Replacement

**BACKGROUND:** The District operates and maintains a Supervisory Control and Data Acquisition System (SCADA) to control the operation of the water supply and distribution systems and monitor several sewer meters. The SCADA system is critically important to the successful operation and maintenance of our systems.

**DISCUSSION:** The District's SCADA server is in a state of failure. The server was replaced in 2014 with an expected design life of 4-6 years. The SCADA server is responsible for acquisition and management of real time and historical data. The software on the server processes, distributes, and displays the data from water and sewer system assets and allows District operators to manage and control the systems.

**ALTERNATIVES:**

1. Approve the proposal from Sierra Controls, LLC for the procurement, installation, and configuration of a new SCADA server in an amount not to exceed \$18,980.70.
2. Do not approve the proposal from Sierra Controls, LLC for the procurement, installation, and configuration of a new SCADA server.

**FISCAL/RESOURCE IMPACTS:** The SCADA server replacement is an emergency action and will be funded equally through the Water and Sewer FARFs. The FY21/22 budget does not include funds for the replacement and therefore a budget amendment will be necessary.

**RECOMMENDATIONS:** Staff recommends approval of the proposal from Sierra Controls, LLC for the procurement, installation, and configuration of a new SCADA server and recommends the General Manager be authorized to execute a Professional Service Agreement with Sierra Controls in an amount not to exceed \$18,980.70 and approve a budget amendment for the same amount.

**ATTACHMENTS:**

- Sierra Controls, LLC – OVPSD Server Replacement Proposal (January 20, 2022)

**DATE PREPARED:** March 23, 2022





# SIERRA CONTROLS, LLC

## PROPOSAL

Sierra Controls, LLC

5470 Louie Lane Ste. 104  
Reno, NV 89511  
(775) 236-3350

Quote / Project #: 0

Date : 1/20/2022

Project Mgr.: Bob Rhees

**To: OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**

**Attention: Brandon Burks**

**Project: OVPSD Server Replacement**

Sierra Controls LLC (SC) is pleased to provide this proposal for OLYMPIC VALLEY PUBLIC SERVICE DISTRICT in support of the OVPSD Server Replacement.

Item 1 will be performed with the intent to use the server with Cloud SCADA in the future as the "Edge" device if needed.

Item 2 is included but may or may not be necessary depending on timing of this project as Exele has provided a 3 month trial license to use as needed.

Item #	Description	Quantity	Unit Price	Est. Tax	Line Total
Item 1	Server/Workstation Replacement	1	\$ 14,220.00	\$ 764.30	\$ 14,984.30

**Pricing Includes:**

- (1) Dell Precision 5820 (500GB SATA)
- (1) - Upgrade XEON W-2104 CPU
- (1) - Upgrade Memory - 32 GB RAM
- (1) - Add 500 GB Hard Drive (RAID 1 Mirroring)
- (1) - Radeon Pro WX 3100 Video Card
- (1) - Add NIC
- (1) - Add Serial Port
- (1) Windows Server 2019
- (2) 24" Monitor(s)
- (1) Software | Internet Lock | | |
- (1) Software | Snagit | Single User | |
- (1) Software | WinZip | Standard | |
- (1) Software | AVG Antivirus | Server | |
- (1) Microsoft Office Home & Student
- (1) LIEBERT UPS
- (1) Web Card
- (1) SonicWALL TZ-300
- (1) Computer Enclosure / Cabinet

**Pricing also Includes:**

Project Management, Engineering & Design, Computer / IT Configuration, Travel, Installation, Start Up



<b>Item 2</b>	<b>Topview Alarming Software</b>	<b>1</b>	<b>\$ 3,781.00</b>	<b>\$ 215.40</b>	<b>\$ 3,996.40</b>
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**Pricing Includes:**

- (1) TopView Alarm Notification, 250 Tag With Annual Subscription
- (1) Multitech rCell 100

**Pricing also Includes:**

Project Management, Alarm Configuration, Training

**Project Total:**

Price	Est. Tax	Total Price
<b>\$ 18,001.00</b>	<b>\$ 979.70</b>	<b>\$ 18,980.70</b>

**Notes & Disclaimers:**

**Existing Conditions:** Proposal is based upon the presumption that all existing programs, hardware, and controls are complete and functional. Additional programming, hardware or adjustments required by SC to fix / modify existing programming or PCIS / SCADA SYSTEM outside of the scope of this agreement to be billed on a T&M basis.

**Additional T&M Work:** This proposal represents the complete scope of work to be performed by SC. Any additional requirements, specifications or construction details outside of this proposal are not included and will be billed on a T&M basis as mutually agreed upon by all parties.

**Wage Rates:** Pricing is based upon SC standard wage rates and does not include any provisions for any type of Prevailing Wage Requirements. Client to notify SC prior to the beginning of work if different or indemnify SC for any loss or penalties assessed if determined otherwise after the execution of this agreement.

**Warranty:** All equipment manufactured by SC to be under a Limited (1) Year Warranty based upon SC Standard Warranty Terms & Conditions beginning at the time of installation or delivery to client. (Whichever comes first) unless noted otherwise. Warranty is void where no Remote Access is provide or available. Additional Terms & Conditions apply. SC will provide complete warranty terms and conditions upon request. Extended warranties available upon request.

**Delivery: Scheduled ARO**  
**Terms: NET 30**  
**FOB: RENO, NV**

**RESPECTFULLY SUBMITTED,  
 SIERRA CONTROLS, LLC**

  
**D. Andrew Ward, P.E. – President**

*This quote is valid for 60 days.*

*To proceed with this order please sign below with an authorized signature and return.*

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**PO Number**

\_\_\_\_\_  
**Date**



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-8  
13 Pages

## Zone 3 Booster Pump Station Emergency Backup Generator

**DATE:** March 29, 2022  
**TO:** District Board Members  
**FROM:** Dave Hunt, District Engineer  
**SUBJECT:** Purchase Trailer Mounted Emergency Backup Generator

**BACKGROUND:** The District has stationary or portable emergency backup power generators available for all water and sewer assets requiring power to operate, except for the Zone 3 Booster Pump Station (BPS). The Zone 3 BPS is a critical water pumping facility that provides water for fire protection and domestic use to our Zone 3 storage tank and approximately 30 customers in the Sierra Crest Trail area. Power outages, both planned and unplanned are becoming more frequent in the Olympic Valley area, including Liberty Energy's Public Safety Power Shutoff (PSPS) program. The PSPS is a safety procedure utilized by electric utilities to proactively turn off power when and where conditions present an increased wildfire risk. Based on this, an emergency backup generator is necessary to ensure water supply is available for fire protection and domestic use in the Zone 3 pressure zone during power outages.

**DISCUSSION:** A portable trailer mounted generator is necessary as there is no space available in or adjacent to the Zone 3 BPS to install a stationary generator. The District constructed improvements at the Zone 3 BPS in 2017 that included electrical upgrades necessary to use a portable backup generator. The portable generator has the added benefit of being available for use at other District owned facilities matching the electrical load specifications of the generator.

Farr West Engineering's electrical engineering department provided sizing calculations, technical specifications, and support during bidding for the purchase. They also reviewed vendor proposals to verify the proposed generators met the specifications and District needs.

Staff solicited bids from 6 qualified vendors and proposals were received from 2 vendors.

The results are as follows:

- Smith Power Products, Inc. (Atlas Copco) - \$41,300
- Bay City Electric Works (Kohler) - \$63,448

The Atlas Copco generator meets the requirements of the specifications and Smith Power Products is a reputable vendor with an office located in Sparks, NV that will provide timely customer service to the District.

The expected lead time for procuring the generator is approximately 45-52 weeks.

- ALTERNATIVES:**
1. Approve the proposal from Smith Power Products, Inc. for purchase of a trailer mounted emergency backup generator for the Zone 3 Booster Pump Station in an amount not to exceed \$41,300.
  2. Do not approve the proposal from Smith Power Products, Inc.

**FISCAL/RESOURCE IMPACTS:** The purchase of the emergency backup generator will be funded through the Water FARF. The Fiscal Year 21/22 budget includes \$50,000 for the purchase.

**RECOMMENDATIONS:** Staff recommends approval of the proposal from Smith Power Products, Inc. for purchase of a trailer mounted emergency backup generator for the Zone 3 Booster Pump Station in an amount not to exceed \$41,300 as well as an additional contingency amount of 10% not to exceed \$4,100 to cover costs which may be incurred due to unforeseen circumstances (i.e. supply chain issues, transportation costs, material costs, etc.).

**ATTACHMENTS:**

- NSPP1006 Olympic Valley – QAS 45 Mobile Diesel Generator proposal from Smith Power Products, Inc. dated March 21, 2022

**DATE PREPARED:** March 22, 2022





A Rolls-Royce solution



Date: March 23, 2022

Reference: **NSPP1006 Olympic Valley – QAS 45 Mobile Diesel Generator**

We are pleased to offer the following quote for the above project:

The proposal is per specifications provided with clarifications in the notes section:

- Current lead time on the Atlas Copco QAS 45 is 52 weeks. Any additional requests after initial order will delay delivery.

QUANTITY	EQUIPMENT DESCRIPTION	PRICE EACH	TOTAL PRICE
1	Atlas Copco 45 kVA Mobile Generator M/N QAS 45 Diesel Fuel Derate: 43kVA @ 6300 Feet, 104°F Genset Dry Assembly Weight: 2,220 lbs.	Included	Included
1	Electric Brakes	Included	Included
1	Trailer Stabilizer Jacks	Included	Included
1	Cold Start (CCV Heater + 0W40 Oil	Included	Included
1	Battery Charger	Included	Included
1	Freight, Delivery to Site, and Off-Load	Included	Included
1	Applicable Sales Tax (7.25%)	Included	Included
		<b>TOTAL (less tax)</b>	<b>\$41,300.00</b>

**Notes**

Pricing includes generators, delivery, and off-load.  
Prices valid for 30 days from above date  
FOB: Jobsite

**Terms and Conditions**

Net 30 days, subject to review and approval by our Credit Dept. Payment obligations are not dependent or contingent upon the manner in which purchaser may receive payment from others. No retainage against this order will be permitted unless agreed to ahead of time. Warranty is invalid without factory start up.

Start-Up will be done during normal business hours. Additional charges will be applied to start ups requested on weekends or off normal business hours.

Sincerely,

***Jake Oberpriller***

Rolls-Royce Power Systems Engineering Sales  
Smith Power Products, Inc.  
605-891-9254  
[joberpriller@smithppi.com](mailto:joberpriller@smithppi.com)

***Jeremy Frum***

Rolls-Royce Power Generation Sales Manager  
Smith Power Products, Inc.  
(720)-775-9830  
[jfrum@smithppi.com](mailto:jfrum@smithppi.com)

Customer Approval:

---

**Acceptance of Quote**

Prior to ordering equipment or services, please sign and return this proposal along with your company's purchase order as a confirmation of the above terms and conditions.

# QAS 25-45 ID T4F

## Mobile Generator



### Standard Scope of Supply

The Atlas Copco **QAS 25 & QAS 45 ID T4F** generators are prime power, multi-voltage, sound attenuated, mobile generators. They are powered by an Isuzu Tier 4 Final, liquid-cooled, four-cylinder diesel engine.

The units consist of an alternator, diesel engine, cooling system, electrical distribution and control systems - all enclosed within a sound attenuated enclosure fabricated from powder coated galvanized steel.

A broad range of undercarriage formats and options are available.

Special attention has been given to the overall product quality, user friendliness, ease of serviceability, and economical operation to ensure best in class total cost of ownership.

### Available Models

QAS 25 ID	Multiple voltage – 25kVA prime power – Isuzu engine
QAS 45 ID	Multiple voltage – 45kVA prime power – Isuzu engine

### Standard Features

- Compact, sound attenuated, corrosion resistant enclosure with single point lifting and 110% fluid containment
- Available as a skid mounted unit with forklift pockets, or on a single axle trailer
- Heavy Duty alternator with AREP excitation and marine grade protection
- DeepSea controller
- Single side servicing with long run filters and 500-hour service intervals
- Isuzu 4LE engine with DOC only after-treatment and limited 5-year warranty
- Identical enclosures and maintenance points between both models
- Emergency Stop
- Remote Start / Stop

### Benefits

- Extremely durable and environmentally sensitive, designed to be used for everything from the oil patch to special event power
- Versatility, giving you the flexibility to match your machine to the correct application
- Start-up power for the most demanding sites with 300% overload starting capabilities
- Reliable and intuitive controls for ease of use and diagnostic capabilities
- Reduced total cost of ownership with easy access for mechanics
- Proven engine platform with high reliability, a simple maintenance free Diesel Oxidization Catalyst only after treatment
- Reduces stock of service kits and inventory of parts with rental ROI kept in mind
- External, recessed emergency stop for increased safety
- Allows connection as a critical back-up unit via a 2-wire dry contact connection in the distribution panel

Technical Data <sup>1</sup>

Performance	Units	QAS 25 ID	QAS 45 ID
Rated Prime Power @ 480V 3Ø	kW / kVA	20/25	36/45
Rated Standby Power @ 480V 3Ø	kW / kVA	22/28	40/50
3Ø Power Factor		0.8	
3Ø Voltage In 480V Switch Position (Series Star w/Neutral)	V	480Y/277	
Amp Capacity @ 480V	A	30	54
3Ø Voltage In 240-208V Switch Position (Parallel Star w/Neutral)	V	240YY/139-208YY	
Rated Prime Power @ 240V 3Ø	kW / kVA	20/25	36/45
Amp Capacity @ 240V 3Ø	A	60	108
Rated Prime Power @ 208V 3Ø	kW / kVA	18/23	36/45
Amp Capacity @ 208V 3Ø	A	63	125
Rated Prime Power @ 240V 1Ø	kW / kVA	13/13	22/22
1Ø Power Factor		1.0	
1Ø Voltage In 120-240V Switch Position (Zig-Zag)	V	240/120	
Amp Capacity @ 240V	A	54	90
Amp Capacity @ 120V	A	54 x 2	90 x 2
Alternator (4 Pole, 12 Wire)	Leroy Somer	LSA 40 M5	LSA 42.3 S5
Excitation system		AREP (auxiliary winding)	
Digital Automatic Voltage Regulator (+/- 0.25%)	Leroy Somer	D350	
Insulation		Class H	
Frequency	Hz	60	
Main Breaker – Rated Current In	A	63	125
Power Distribution – Terminal Board		5 Wire (L1, L2, L3, N, Ground)	
Terminal Board Connections		Bare Wire Terminals	
Maximum Terminal Cable Size		350MCM	
Convenience Receptacles <sup>2</sup>		2 x NEMA 5-20R GFCI & 2 x 125/250V 50A CS6369	

Engine	Units	QAS 25 ID	QAS 45 ID
Model	Isuzu	4LE2T	4LE2X
US EPA Family		MSZXL02.2ZTB	MSZXL02.2PXB
US EPA Tier		Tier 4 Final	
Displacement	L	2.2	
Cylinders	#	4	
Continuous Engine Power Output	HP (kW)	31.5 (23.5)	59 (44)
Gross Engine Power Output	HP (kW)	40 (30)	66 (49)
Rated Speed	RPM	1800	
Engine Control		ECU	
Aspiration		Turbocharged	Turbo w/Intercooler
Engine oil capacity <sup>3</sup>	US Gal (L)	1.9 (7.2)	
Engine coolant capacity	US Gal (L)	3 (11.4)	2.11 (8)
Maximum Ambient Temperature (@ Sea Level) <sup>4</sup>	°F (°C)	122 (50)	
Minimum Starting Temperature	°F (°C)	14 (-10)	
Electrical System (Negative Ground)	V	12	
Engine Alternator Output	A	50	
Battery Capacity (Cold Cranking Amps)	A	685	
Sound Pressure Level @ 23'(7 m) @ 75% Load <sup>5</sup>	dB(A)	67	

Fuel System	Units	QAS 25 ID	QAS 45 ID
Fuel Consumption @ 25% load	Gal/hr (L/hr)	0.71 (2.69)	1.22 (4.54)
Fuel Consumption @ 50% load	Gal/hr (L/hr)	1.02 (3.86)	1.83 (6.93)
Fuel Consumption @ 75% load	Gal/hr (L/hr)	1.40 (5.30)	2.15 (8.14)
Fuel Consumption @ 100% load	Gal/hr (L/hr)	1.63 (6.17)	2.76 (10.45)
Fuel Type		Ultra-Low Sulfur Diesel ONLY <sup>6</sup>	
Fuel Tank Capacity	Gal (L)	75 (284)	
Fuel Autonomy @ 75% load <sup>7</sup>	Hr	48.2	31.4

<sup>1</sup> All ratings are at a reference condition of 0' altitude and 20°C (72°F)

<sup>2</sup> Please see receptacle voltage configuration in Power Distribution section on page #5

<sup>3</sup> Engine oil to meet CJ-4 (low ash oil)

<sup>4</sup> Please see "Derate Table" for altitude and temperature calculations on page #4

<sup>5</sup> Measured in accordance with ISO 2151 under free field conditions @ 7m distance (23ft)

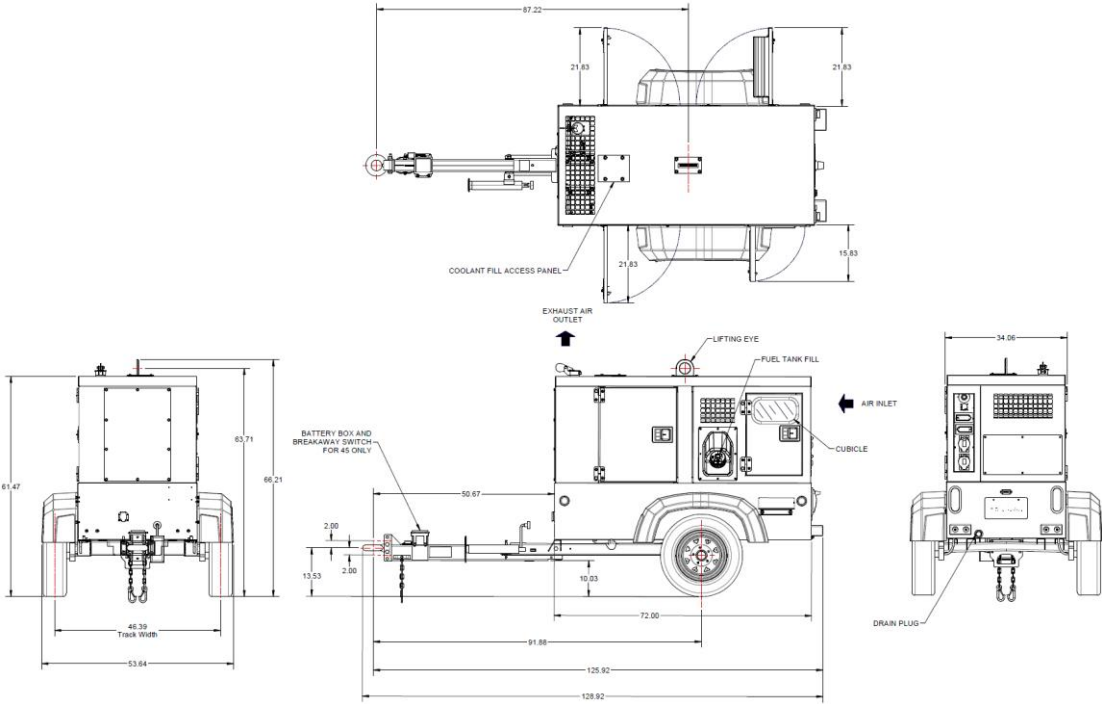
<sup>6</sup> Engine and emissions require the use of Ultra Low Sulfur Diesel in accordance to ASTM-D975 Grade No.1-D S15 & No.2-D S15

<sup>7</sup> Based on 90% volume of fuel tank

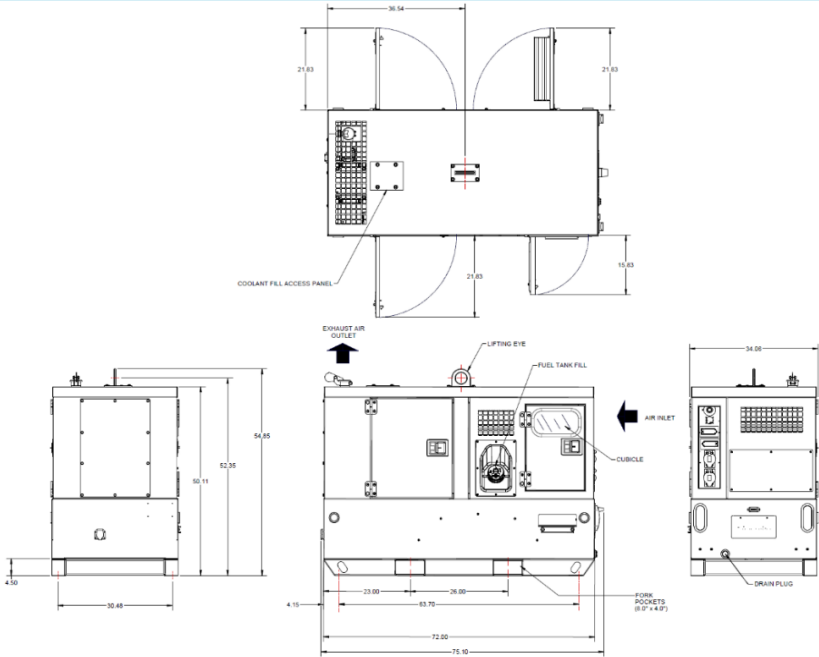


Dimensions

Trailer Mounted



Skid Mounted



Weight	Units	QAS 25 ID	QAS 45 ID
Trailer Mounted – Wet (ready to operate)	Lbs (kg)	2,565 (1,163)	2,785 (1,263)
Trailer Mounted – Dry	Lbs (kg)	1,991 (903)	2,220 (1,007)
Skid Mounted – Wet (ready to operate)	Lbs (kg)	2,280 (1,034)	2,500 (1,134)
Skid Mounted – Dry	Lbs (kg)	1,706 (774)	1,935 (878)

Dimensions

Trailer Mounted (L x W x H)	Inches	129 x 54 x 66	129 x 54 x 66
Skid Mounted (L x W x H)	Inches	75 x 34 x 55	75 x 34 x 55

Principle Data

Alternator

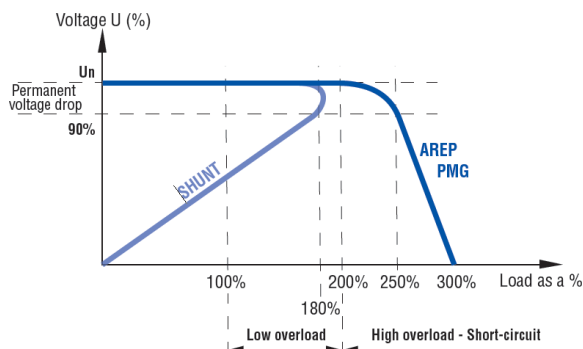
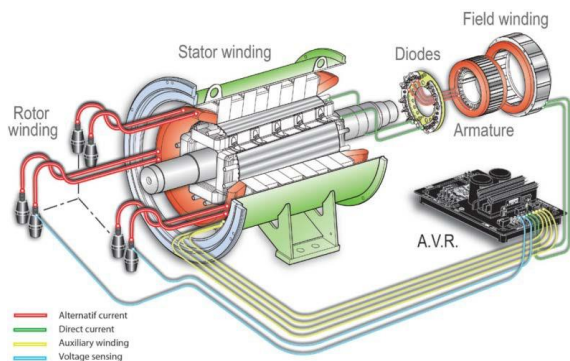
The Leroy Somer LSA alternators are designed for heavy duty continuous applications, with marine winding protection and AREP excitation system.

- AREP Excitation for superior motor starting capabilities
- Marine grade (relative humidity >95%) protection
- External multi-voltage selector switch (3 – position)
- 4 pole brushless design with single bearing, Class H insulation and IP23 rating
- Voltage regulation +/- 0.25%
- Full Load acceptance of prime power rating

The AREP system uses 2 independent auxiliary windings located in the main stator to send supply voltage to the AVR:

- The voltage delivered by the first auxiliary winding H1 is proportional to the alternator output voltage (shunt characteristic).
- The voltage delivered by the second auxiliary winding H3 is proportional to the current drawn by the alternator and is a function of the applied load (compound characteristic – booster effect).
- The resulting phase-to-phase voltage supplies power to the AVR.

This power supply to the AVR power circuit is independent of the voltage sensing measured on the alternator output terminals. Therefore, the excitation current delivered by the AVR to the alternator exciter is independent of any voltage distortions (harmonics) due to the load. The AREP system gives the alternator a high overload capacity (load impact or starting electric motors) and a short-circuit capability (300% - 10 s) in order to provide discriminating protection: the alternator with AREP excitation is shorter than the one with PMG excitation. It is particularly suitable for demanding applications.



Performance @ Altitude and High Ambient Conditions

When using at altitude and high ambient conditions the engine and alternator will de-rate as per charts below.

QAS 25		Temperature °C (°F)									
Height m (Feet)	0 (32)	5 (41)	10 (50)	15 (59)	20 (68)	25 (77)	30 (86)	35 (95)	40 (104)	45 (113)	50 (122)
0	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
500 (1640)	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	94%
1000 (3280)	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	94%
1500 (4921)	100%	100%	100%	100%	100%	100%	100%	99%	97%	94%	91%
2000 (6561)	100%	100%	100%	100%	100%	98%	97%	95%	94%	91%	88%
2500 (8202)	100%	100%	100%	100%	100%	95%	94%	92%	91%	88%	86%
3000 (9842)	100%	100%	100%	100%	100%	91%	90%	88%	87%	84%	82%
3500 (11,482)	100%	100%	100%	100%	94%	88%	84%	81%	80%	78%	77%
4000 (13,123)	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%	75%

QAS 45		Temperature °C (°F)									
Height m (Feet)	0 (32)	5 (41)	10 (50)	15 (59)	20 (68)	25 (77)	30 (86)	35 (95)	40 (104)	45 (113)	50 (122)
0	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	94%
500 (1640)	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	94%
1000 (3280)	100%	100%	100%	100%	100%	100%	100%	100%	100%	97%	94%
1500 (4921)	100%	100%	100%	100%	100%	100%	100%	99%	97%	94%	91%
2000 (6561)	100%	100%	100%	100%	100%	98%	97%	95%	94%	91%	88%
2500 (8202)	95%	95%	95%	95%	95%	95%	94%	92%	91%	88%	86%
3000 (9842)	88%	88%	88%	88%	88%	88%	88%	88%	87%	84%	82%
3500 (11,482)	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%
4000 (13,123)	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%

## Power Distribution

The main power is connected from the alternator through a 3-position voltage selector switch to the main power cubicle. The cubicle incorporates all power distribution, controls, sensing and protection devices.

- ✓ 3 position Voltage Selector Switch (VSS)
- ✓ Current transformer x 3 (1 each leg)
- ✓ Single main breaker w/shunt trip
- ✓ Individual breakers for each receptacle
- ✓ Convenience receptacles located on outside of unit for easy access
- ✓ Terminal board for hard wiring
- ✓ Cam-Lock external quick connect (available as option)
- ✓ External emergency stop switch (recessed)
- ✓ Neutral bonded to Ground with a removable bonding link accessible in the control cubicle

Please refer to the chart below for power distribution and voltages. NOTE: All voltages below are subject to change, depending on set point of "Fine Voltage Adjustment" potentiometer and Voltage Selector Switch.

		120V Receptacle NEMA 5-20R	125/250V Receptacle CS6369	Terminal Board
Fine Voltage Adjustment *	Voltage Selector Switch Position			
		120V	240/120V	
		139V	240/139V	
		120V	208/120V	
		139V	240/139V	

\*All voltages are adjustable with the "Fine Voltage Adjustment" potentiometer located on the control panel. Therefore, voltage may be different then what is shown in the above table. All voltages should be verified before connection to the unit.

## Convenience Receptacles



Receptacle	Type
X2, X3	120V - NEMA 5-20R GFCI (outlets)
X4, X5	125/250V - CS6369 (outlets)
X7	120V - NEMA 5-15P (shore power inlet for coolant heater and battery charger)

## Controller

The QAS25 and QAS45 comes equipped with a DeepSea 4520 control module. This is a fully diagnostic ECU controller with large 3" display, that is intuitive and easy to operate with all functions conveniently at your fingertips. The controller also manages the engine ECU operating system, and a number of safety warnings and shutdowns on various parameters (listed below).

The controller is powered by a main On/Off switch located next to unit.

### DeepSea 4520 Controller Functionality:

#### Home Page (displayed while running, scrolling every 3 sec)

- ✓ Generator voltage (ph-ph)

#### Generator Page

- ✓ Generator voltage (ph-N)
- ✓ Generator voltage (ph-ph)
- ✓ Generator frequency

#### Load Page

- ✓ Generator current (A)
- ✓ Load ph-N (kW)
- ✓ Total load (kW)
- ✓ Load ph-N (kVA)
- ✓ Total Load (kVA)
- ✓ Load ph-N (kVAr)
- ✓ Total Load (kVAr)
- ✓ Power factor ph-N
- ✓ Power factor average
- ✓ Accumulated load (kWh, kVAh, kVArh)

#### Event Page

- ✓ Displays the last 50 events

#### Remote Start/Stop

- ✓ Automatic start/stop via 2-wire dry contact connection

#### Operational Buttons

- ✓ Start button
- ✓ Stop button
- ✓ Automatic mode (external remote start)
- ✓ Up/Down arrows

#### Info Page

- ✓ Model number
- ✓ USB identification number
- ✓ Configured engine type
- ✓ Module's date and time
- ✓ Scheduler setting

#### Engine Page

- ✓ Engine speed
- ✓ Oil pressure
- ✓ Coolant temperature
- ✓ Fuel level
- ✓ Engine battery voltage
- ✓ Engine run time
- ✓ Engine Maintenance due – Oil (if configured)
- ✓ Engine Maintenance due – Air (if configured)
- ✓ Engine Maintenance due – Fuel (if configured)

#### Engine DTC Page

- ✓ This page contains any active Diagnostic Trouble Codes that the engine ECU is currently generating. These alarms are conditions detected by the engine ECU and displayed on the DSE controller.





## Engine

### Isuzu 4LE2

Isuzu 4LE2 Tier 4 Final, turbo charged, intercooled (QAS 45 only), four-cylinder, liquid-cooled diesel engine provides ample power to operate the generator continuously at full-load.

Meets all US EPA, CARB and Environment Canada exhaust legislations with Tier 4 Final compliance. The engine utilizes a Diesel Oxidation Catalyst (DOC) to meet Tier 4 Final emissions. All functionality of the engine is controlled automatically on the DeepSea 4520 controller.

The engine has the capability to start the generator at 14°F (-10°C) with standard glow-plug aid. A 400W, 120V coolant heater comes as standard.

The 75-Gal (284L) fuel tank is sufficiently sized to operate the unit at full-load condition for long run times (see chart on page 2 for specifications).

The engine operates on a 12V negative ground electrical system with a 50A charging alternator.

The cooling system is suitably designed for continuous operation in ambient conditions up to 122°F (50°C), with canopy door closed.

### Fuel System

A large 75 US Gal (284L) polyethylene (PE) fuel tank provides safe diesel storage while eliminating tank corrosion contaminants from being introduced to your fuel system. With integrated fuel water separator and filter, the system is designed to help maintain clean and trouble-free diesel supply to the engine for reliable trouble-free operation.

- ✓ Pad-lockable diesel fill cap
- ✓ Fuel / Water separator
- ✓ Inline priming pump (w/ filter)
- ✓ Fuel pre-filter
- ✓ Fuel supply pump (w/ strainer)
- ✓ Fuel level sensor
- ✓ Low fuel shut down feature (programmable level)

### Scheduled maintenance

Standard equipped with filters sized and designed to allow 500-hour service intervals under normal operating conditions. Extended time between services reduces downtime and total cost of ownership of the unit over its lifetime.

#### 500 Hour Service Interval:

- ✓ Air filter
- ✓ Oil filter
- ✓ Fuel filter
- ✓ Fuel / water separator

#### 1000 Hour Service Interval:

- ✓ Air filter
- ✓ Oil filter
- ✓ Fuel filter
- ✓ Fuel / water separator
- ✓ V-Belt

NOTE: Site specific operating conditions such as; poor fuel quality and low load profile may require more frequent service intervals.

## Enclosure & Frame

The generator enclosure is designed for extreme applications to provide superior performance and reliability.

The enclosure is fabricated from galvanized steel which is powder coated for corrosion resistance and tested for 6000 hours. The enclosure and frame are fully sealed from the radiator to the back of the unit, providing a true 110% containment of all fluids.

- ✓ 16 Ga galvanized steel, zinc rich primed, powder coated enclosure, 6000-hour salt spray tested
- ✓ Heavy duty, 1/8" thick structural steel base frame
- ✓ 110% fluid containment
- ✓ Larger 75-gallon, polyethylene fuel tank
- ✓ Convenient 2" NPT drain at rear of machine to clean out the containment frame
- ✓ Superior level of rain ingress protection and design features
- ✓ Pad-lockable doors and fuel cap
- ✓ Engine fluid plumbed to exterior of frame for ease of service
- ✓ Central lifting point
- ✓ Sound dampening material and design to allow quiet operation at 67 dB(A)

## Undercarriage

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The QAS 25 and QAS 45 are available with two undercarriage alternatives, providing utmost flexibility in installation, site handling or towing. Both the skid frame and the trailer mount the same way and can be interchanged for versatility.

### Trailer:

- ✓ Single axle
- ✓ DOT/Federal MVSS 49CFR571 approved light package and 7 flat blade RV style plug
- ✓ Adjustable height pintle hitch (3" lunette)
- ✓ 15" Rims w/ ST205/75D15 Tires for trailer use
- ✓ Heavy Duty torsion axle rated at 2,500lbs w/brakes (option) and 2,700 w/o brakes (standard)
- ✓ 1/4" proof coil safety chains with 7/16"s-hook with safety latch
- ✓ Screw jack leveling, with pad foot, 2,000 lbs static capacity
- ✓ Single point lifting structure
- ✓ D-Ring Tie down points x4

### Skid mounted:

- ✓ Sub-frame skid with integrated forklift pockets
- ✓ Heavy duty design for use in extreme conditions
- ✓ Frame is 1/4" wider than machine to reduce damage from forklifts
- ✓ Built-in locations for straps or chains to secure the unit for transport
- ✓ Single point lifting structure

## Factory Options Available

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- Electric brakes
- Hydraulic brakes
- 2" or 2-5/16" ball hitches (shipped loose)
- Trailer stabilizer jacks
- Toolbox
- Spare Tire & mount
- Skid mount
- Cold start kit (CCV heater, 0W40 synthetic engine oil)
- Wet Stack Preventer
- Battery charger (12V, 6A)
- Solar charger (7W panel)
- Battery isolation switch (lockable)
- External fuel quick connects (3-way valve, located inside of enclosure for spill containment and protection)
- Camlock quick connections (5 x 400A)
- Fleetlink (Telematics system)

## Manufacturing & Environmental Standards

The **QAS 25 & QAS 45 ID T4F** are manufactured following stringent ISO 9001 Quality Management requirements, and by a fully implemented Environmental Management & Occupational Health and Safety Systems fulfilling ISO 14001 & ISO 45001 requirements.



Attention has been given to ensure minimum negative impact to the environment.

The **QAS 25 & QAS 45 ID T4F** meets all current US EPA, CARB and Environment Canada exhaust and noise emission directives.



## Supplied Documentation

The unit is delivered with documentation regarding:

- Hard copies of the Atlas Copco Operators Safety and Instruction Manual, Atlas Copco Parts Book, Isuzu Engine Manual and Parts book, in English as well as electronic copies available on request.
- Warranty Registration card for engine and Atlas Copco Generators (Units must be registered upon receipt).

## Warranty Coverage

**Atlas Copco Generator:** Warrantied to be free from defects with regard to material and workmanship for the period of eighteen (18) months from date of shipment from the factory, or twelve (12) months from date of initial startup, whichever occurs first, without limitation of running hours.

**Isuzu Engine:** Warranty from Isuzu Motors America Inc. Unit must be registered directly with Isuzu Motors America upon receipt to be eligible for warranty. Failure to register warranty upon initial startup may cause warranty claim delays or rejection of claim by Isuzu.

- One (1) years / unlimited hours or up to three (3) years / 3,000 hours of operation (whichever occurs first) \*
- Major Component Limited Warranty (MCW) for five (5) years / 5,000 hours (whichever occurs first) \*\*

\*Whichever occurs first. In the absence of a functional hour meter, the engine will be deemed to be in use for eight (8) hours per calendar day commencing from the start of the warranty period.

\*\* Major Component Limited Warranty (MCW) covers the following components only: cylinder block, cylinder head, crankshaft (excluding bearings), camshaft, connecting rods (excluding bushings), flywheel and flywheel housing.

**Leroy Somer Alternator:** Warrantied to be free from defects with regard to material and workmanship for the period of twenty seven (27) months from date of shipment from the factory, or twenty four (24) months from date of initial startup or 10,000 hours, whichever occurs first.

**Extended Warranty Programs:** Programs are available; please contact your local sales representative for more info.



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## West Tank Recoating Project

**DATE:** March 29, 2022  
**TO:** District Board Members  
**FROM:** Dave Hunt, District Engineer  
**SUBJECT:** Construction Contract Award to Olympus & Associates, Inc.

**BACKGROUND:** The West Tank is a 1.15 million gallon welded steel water storage tank that provides domestic and fire supply storage to approximately 75% of the District’s water service territory, and accounts for approximately 65% of the District’s total water supply storage capacity. It was constructed in 1990 and is located at the west end of the Valley at the end of Washoe Drive.

Recent inspections of the tank in 2015 and 2019 have indicated that the internal coating system is failing and in need of replacement. Recoating at required intervals (every 25 years) greatly increases the useful life of a water storage tank to more than 75 years before the need to replace.

The project will include:

- Sand blast and recoat the tank interior walls, floor, and roof structure;
- Installation of a climate control system (dehumidification) during the preparation and coating process;
- Pressure wash and recoat the exterior of the tank;
- Miscellaneous steel and welding repairs; and
- Temporary water supply and storage facilities.

**DISCUSSION:** The District put the Project out to bid on March 2, 2022. A pre-bid meeting was held on March 17, 2022 and was attended by two (2) contractors. Bids were opened on July 29, 2021. The District received three (3) bids for the project:

Olympus & Associates, Inc.	Farr Construction Corp. dba Resource Development Company	Unified Field Services Corporation
\$364,750.00	\$453,930.00	\$605,723.00

The Engineer’s Opinion of Probable Cost for construction of the Project was \$472,600.

Staff has reviewed the proposals and spoken with project references and determined that the low bidder, Olympus & Associates, Inc. meets all the



requirements in the contract documents and is well qualified to perform the work for the District.

A Notice of Award is expected to be issued on March 30, 2022, with the Notice to Proceed issued after the signed Agreement, bonds, and insurance are submitted to the District. The Contract Documents specify that the Project shall be substantially complete by November 11, 2022.

Staff is recommending awarding the contract to Olympus & Associates for the base bid amount of \$364,750. Staff is also recommending approving an additional contingency amount of 20%, or approximately \$70,000, to cover costs which may be incurred due to unforeseen circumstances during construction (e.g. additional dehumidification costs, additional minor welding repairs).

- ALTERNATIVES:**
1. Approve the bid proposal from Olympus & Associates, Inc and authorize the General Manager to execute all contractual documents.
  2. Do not approve the proposal from Olympus & Associates, Inc.

**FISCAL/RESOURCE IMPACTS:** The West Tank Recoating Project will be funded through the Water FARF. The total project cost is estimated to be approximately \$600,000, which includes design and permitting, staff time, construction, and construction inspection.

**RECOMMENDATIONS:** Staff recommends approval of the bid proposal from Olympus & Associates, Inc. for the construction of the Project and recommends the General Manager be authorized to execute a contract with Olympus & Associates, Inc. in an amount not to exceed \$364,750, as well as an additional contingency amount not to exceed \$70,000 to cover costs which may be incurred due to unforeseen circumstances during construction.

**ATTACHMENTS:**

- Bid Summary
- Bid Proposal – Olympus & Associates, Inc.

**DATE PREPARED:** March 23, 2022

**BID OPENING FORM**  
**Olympic Valley Public Service District**  
**1,150,000 Gallon West Tank Coating Project**

**Bid Opening Location:** Olympic Valley PSD, 305 Squaw Valley Road

**Date:** Thursday, March 17, 2022

**Time:** 10:00 AM

**Owner:** Olympic Valley PSD

**Engineer:** Farr West Engineering

Bid Item	Description	Quantity	Units	Engineers Estimate		Olympus and Associates, Inc.		Farr Construction Corp. dba Resource Development Company		Unified Field Services Corporation	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization/Demobilization	1	LS	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$28,900.00	\$28,900.00	\$14,650.00	\$14,650.00
2	Erosion Control / Tree Protection	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$4,100.00	\$4,100.00	\$5,934.00	\$5,934.00
3	Temporary Water Supply Improvements	1	LS	\$55,000.00	\$55,000.00	\$25,000.00	\$25,000.00	\$37,600.00	\$37,600.00	\$98,267.00	\$98,267.00
4	Tank Welding Repair per Pit (estimated) and Grind Flush	25	EA	\$50.00	\$1,250.00	\$100.00	\$2,500.00	\$70.00	\$1,750.00	\$105.00	\$2,625.00
5	Tank Welding Repair (estimated)	10	LF	\$50.00	\$500.00	\$300.00	\$3,000.00	\$80.00	\$800.00	\$251.00	\$2,510.00
6	Repair Plate 4"x4"x1/4" Seal Welded	5	EA	\$150.00	\$750.00	\$150.00	\$750.00	\$200.00	\$1,000.00	\$299.00	\$1,495.00
7	Grinding	8	HR	\$75.00	\$600.00	\$125.00	\$1,000.00	\$160.00	\$1,280.00	\$212.00	\$1,696.00
8	Dehumidification/Generator/Fuel (per 7 days)	1	WK	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00	\$12,900.00	\$12,900.00	\$5,500.00	\$5,500.00
9	Tank Interior Coating	1	LS	\$258,000.00	\$258,000.00	\$230,000.00	\$230,000.00	\$298,200.00	\$298,200.00	\$382,671.00	\$382,671.00
10	Tank Exterior Coating	1	LS	\$134,000.00	\$134,000.00	\$73,000.00	\$73,000.00	\$67,400.00	\$67,400.00	\$90,375.00	\$90,375.00
<b>Base Bid Total:</b>				<b>\$472,600.00</b>	<b>\$472,600.00</b>	<b>\$364,750.00</b>	<b>\$364,750.00</b>	<b>\$453,930.00</b>	<b>\$453,930.00</b>	<b>\$605,723.00</b>	<b>\$605,723.00</b>

RANK  
 PERCENTAGE OF ENGINEER'S ESTIMATE

1  
 77%

2  
 96%

3  
 128%

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT**

**PLACER COUNTY, CALIFORNIA**

**PROPOSAL**

**FOR**

**1,150,000 Gallon West Tank Coating Project**

Olympic Valley Public Service District  
305 Squaw Valley Road  
Olympic Valley, CA 96146

Mailing Address:  
P. O. Box 2026  
Olympic Valley, CA 96146

Ladies and Gentlemen:

The undersigned as bidder declares that he has carefully examined the location of the proposed work and the contract documents, and he proposes and agrees that, if this proposal is accepted, he will contract with Olympic Valley Public Service District (District) to provide all necessary machinery, tools, apparatus, and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein set forth required to construct the project, complete and in a satisfactory condition.

Construction shall be in strict conformity with the contract documents and specifications prepared therefore and adopted by the District, which contract documents and specifications are hereby made a part hereof.

The bidder acknowledges that Addenda Number 1, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, have been delivered to him and have been examined as part of the contract documents.

The bidder proposes and agrees to contract with the said District to furnish and perform all of the above-described work, including subsidiary obligations defined in said contract documents and specifications, for the following prices, to wit:

# ADDENDUM NO. 1

March 15, 2022

**Engineer:**

Farr West Engineering  
5510 Longley Lane  
Reno, NV 89511

**Owner:**

Olympic Valley Public Service District  
305 Squaw Valley Road  
Olympic Valley, CA 96146

## 1.15 MG West Tank Coating Project

To: All Holders of the Bidding Documents, Specifications, and Drawings.

The Contract Documents for the above-referenced Project are modified as set forth in this Addendum. The original Contract Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Contract Documents. Bidder shall take this Addendum into consideration when preparing and submitting a bid, and shall acknowledge receipt of this Addendum in page one of the Bid Form. Failure to do so may subject the Bidder to disqualification.

**Bid Submittal Deadline:** The Bid submittal deadline remains the same and is not changed by this Addendum.

This addendum consists of:

3 Pages of text (including this cover sheet)

Prepared by:



Alexa Kinsinger, I.E.

Reviewed by: Dave Hunt, P.E.



## REVISIONS TO CONTRACT DOCUMENTS

### **DRAWINGS**

#### **1. Sheet C1 – West Tank Site Plan**

- a. Delete Note 5 of the Bypass Plan Notes.
  - i. Delete, “5. DISTRICT WILL PROVIDE TANK RESTRAINT SYSTEM AND CONTRACTOR SHALL INSTALL PER MANUFACTURER’S RECOMMENDATIONS.”

## **SPECIFICATIONS**

### **1. Section 00800 – Special Provisions**

- a. SP.013 shall be REPLACED with the following:

OWNER SUPPLIED MATERIAL: The District will provide temporary water storage tanks to include four (4) 10-foot diameter x 16-foot tall HDPE tanks. Contractor will be responsible for transporting the tanks from the District’s Corp Yard at 1810 Squaw Valley Road to the tank site. Contractor will be responsible for assembling the tanks, temporary piping, and appurtenances. Contractor will also be responsible for transporting the temporary storage tanks back to the District Corp Yard at the completion of the project.

### **2. Section 01200 – Measurement and Payment**

- a. 2.04 Bid Item 3: Temporary Water Supply Improvements (Lump Sum) Section B. shall be REPLACED with the following:

The lump sum bid price paid for “TEMPORARY WATER SUPPLY IMPROVEMENTS” shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for doing all the work involved in “TEMPORARY WATER SUPPLY IMPROVEMENTS”, including transport of District supplied temporary storage tanks to and from District Corp Yard to tank site, coordination of delivery, inspection, and storage of materials; traffic control, clearing and grubbing; grading and construction of suitable foundation pads; excavation; haul and disposal of unusable and excess excavated material; shoring; removal, disassembly, and/or protection of existing water infrastructure; placement and connection to temporary water storage tanks; securing of storage tanks using manufacturer’s recommended hardware and installation procedures. installation of temporary water mains, associated appurtenances, and fittings; connections to existing water infrastructure; backfill and pipe protection; compaction; compaction testing; disinfection, flushing, testing, and cleanup as specified herein, and as directed by the Engineer.

### **3. Section 15250 – Interior Tank Coating**

- a. 1.01 Scope of Work – DELETE Section K.

**END OF ADDENDUM**

**BID SCHEDULE**

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Amount
1.	Mobilization / Demobilization	1	LS	\$ 20,000.00	\$ 20,000.00
2.	Erosion Control / Tree Protection	1	LS	\$ 2,000.00	\$ 2,000.00
3.	Temporary Water Supply Improvements	1	LS	\$ 25,000.00	\$ 25,000.00
4.	Tank Welding Repair per Pit (estimated) and Grind Flush	25	EA	\$ 100.00	\$ 2,500.00
5.	Tank Welding Repair (estimated)	10	LF	\$ 300.00	\$ 3,000.00
6.	Repair Plate 4"x4"x1/4" Seal Welded	5	EA	\$ 150.00	\$ 750.00
7.	Grinding	8	HR	\$ 125.00	\$ 1,000.00
8.	Dehumidification/Generator/Fuel (per 7 days)	1	WK	\$ 7,500.00	\$ 7,500.00
9.	Tank Interior Coating	1	LS	\$ 230,000.00	\$ 230,000.00
10.	Tank Exterior Coating	1	LS	\$ 73,000.00	\$ 73,000.00

**TOTAL BASE BID (Items 1-10) PRICE - \$ 364,750.00 (without alternates)**

\$ three hundred Sixty Four thousand Seven hundred Fifty dollars  
*In Words*

**NOTES:**

It is understood and agreed as follows:

That the District reserves the right to reject any and all bids, to waive any informality in any bid, and to make awards in the interest of the District.

That the determination of the lowest responsive, responsible bidder will be made on the basis of the BASE BID TOTAL.

That the undersigned has checked carefully all the above figures and understands that the District will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid.

That the undersigned shall complete the work of the contract within the time provided for in the Contract Documents.

The undersigned affirms that in making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Enclosed find **bidder's bond**, certified check, or cashier's check for ten percent of the total base bid.

State whether your business entity is a **corporation**, a co-partnership, private individual, or individuals doing business under a firm name:

Olympus and Associates, Inc

If the Bidder is a Corporation, the bid must be executed in the name of the Corporation and must be signed by a duly authorized officer of the Corporation. If the Bidder is a Corporation, fill in the following sentence:

"This corporation is organized and existing under and by virtues of the laws of the State of Nevada."

If the Bidder is a partnership, the bid must be executed in the name of the partnership and one of the partners must subscribe his signature thereto as the authorized representative of the partnership.

The representations made herein are made under penalty or perjury.

NAME OF BIDDER: Olympus and Associates, Inc

SIGNATURE OF BIDDER: 

ADDRESS: 4855 Burge Lane  
Reno, NV 89506

DATED THIS 11th DAY OF March, 2022.

Valid Contractor's License No. 777677 is held by the bidder and expires on 04/30/2024

Classifications Held: C33

DIR Registration Number: 1000007287



Following are the names and locations of the mill, shop, or office of each subcontractor who will perform work or render services to the signed bidder:

Subcontractor	Work Done by Subcontractor	CSLB Contractor License No.	DIR Registration Number	% Work to be Performed by Subcontractor
Piazza Construction	Temporary water supply	406456	1000008021	7%
POSD Robles Tank Inc.	welding Repairs	784971	1000002079	1.5%

Following are the names, phone numbers, and project value of three references for which the Contractor has previously performed similar work to this contract.

Reference	Phone Number	Project Value, \$
John Fitch, City of North Las Vegas	702-277-4691	\$6,638,777.77
Daniel Gonzales, Town of Hillsborough	650-375-7444	\$856,477.36
Ryan Dixon, Truckee Meadows Water Authority	775-834-8123	\$465,380.88
Billy Patrick, Sonoma County Water Agency	707-547-1989	\$1,048,875.00

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Olympus & Associates, Inc.

as Principal, hereinafter called the Principal, and Great American Insurance Company

a corporation duly organized under the laws of the State of Ohio

as Surety, hereinafter called the Surety, are held and firmly bound unto Olympic Valley Public Service District


as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of Total Amount Bid

Dollars (\$ 10% of Total Amount Bid ),  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,  
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

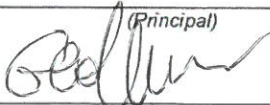
WHEREAS, the Principal has submitted a bid for 1,150,000 Gallon West Tank Coating Project; Olympic Valley, CA

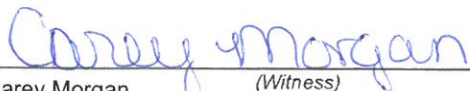
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 7 day of March, 2022

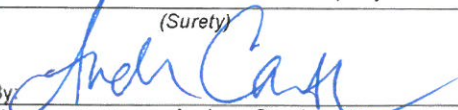
  
(Witness)

Olympus & Associates, Inc.

  
By: \_\_\_\_\_ (Principal) (Seal)  
President (Title)

  
Carey Morgan (Witness)

Great American Insurance Company

  
By: \_\_\_\_\_ (Surety) (Seal)  
Attorney-in-Fact Andrea Cantlon, Attorney-In-Fact (Title)

Surety Phone No. 775-336-1987

STATE OF Nevada

COUNTY OF Washoe

}

On March 7, 2022, before me, Carey Morgan, Notary Public  
(here insert name of notary)

personally appeared Andrea Cantlon  
(name(s) of Signer(s))

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature Carey Morgan (SEAL)



This area for Official Notarial Seal

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

**CAPACITY CLAIMED BY SIGNER**

- INDIVIDUAL
- CORPORATE OFFICER

TITLE(S)

- PARTNER(S)       LIMITED
- GENERAL

- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR
- OTHER: \_\_\_\_\_

**SIGNER IS REPRESENTING:**

NAME OF PERSON(S) OR ENTITY(IES)

**DESCRIPTION OF ATTACHED DOCUMENT**

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER(S) OTHER THAN NAMED ABOVE



**GREAT AMERICAN INSURANCE COMPANY®**

**Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740**

The number of persons authorized by this power of attorney is not more than FIVE

No. 0 21605

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
NICK ROSSI	ALL OF	ALL
TERI WOOD	RENO, NEVADA	\$100,000,000
PATRICIA OWENS		
ANDREA CANTLON		
BREANNA BOATRIGHT		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 19TH day of FEBRUARY, 2021



*Steph L. C. B.*

Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

*Mark V. Vicario*

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

MARK VICARIO (877-377-2405)

On this 19TH day of FEBRUARY, 2021, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



**SUSAN A KOHORST**  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2025

*Susan A Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

*RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.*

*RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.*

**CERTIFICATION**

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 7 day of March, 2022



*Steph L. C. B.*

Assistant Secretary





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-10  
7 Pages

## WATER STANDARD DETAILS REVISIONS

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Dave Hunt, District Engineer  
Alexa Kinsinger, Junior Engineer

**SUBJECT:** Water Standard Details Update – Water Meter Box and Lid Requirements

**BACKGROUND:** The District’s Water Technical Specifications and Standard Details provide the rules and regulations pertaining to technical specifications and standard construction details for the water system. There are two parts to the Technical Specifications: (1) written specifications defining design standards, construction methods and testing, and materials, and (2) standard construction details in the form of engineered drawings. These inform engineers, architects, contractors, and property owners about the required construction materials and methods necessary for proper construction of District owned water assets.

**DISCUSSION:** The technical specifications and standard details require periodic updates to address current material and construction standards.

With the implementation of the Water Meter Replacement Project, the District will be requiring different water meter boxes and lids. To account for this, standard details W-21 and W-23 will be amended and an additional detail, W-21A, has been developed to provide clarity to contractors. The updates to the details W-21, W-23, and the addition of detail W-21A are needed to ensure that all water meters will have water meter boxes and lids that are compatible with the water meter reading technology. The changes will affect new construction, remodels/additions, and accessory dwelling units.

**ALTERNATIVES:**

1. Approval the revisions to the Water Standard Details W-21 and W-23, and the addition of Detail W-21A. Approve Resolutions 2022-10.
2. Do not approve revisions to the Water Standard Details W-21 and W-23, and the addition of Detail W-21A and Resolutions 2022-10.

**FISCAL/RESOURCE IMPACTS:** There are no direct fiscal or resource impacts to the District by approving updates to the Water Standard Details.

**RECOMMENDATION:** Approve revisions to the Water Standard Details W-21 and W-23, and the addition of Detail W-21A and approve Resolution 2022-10.

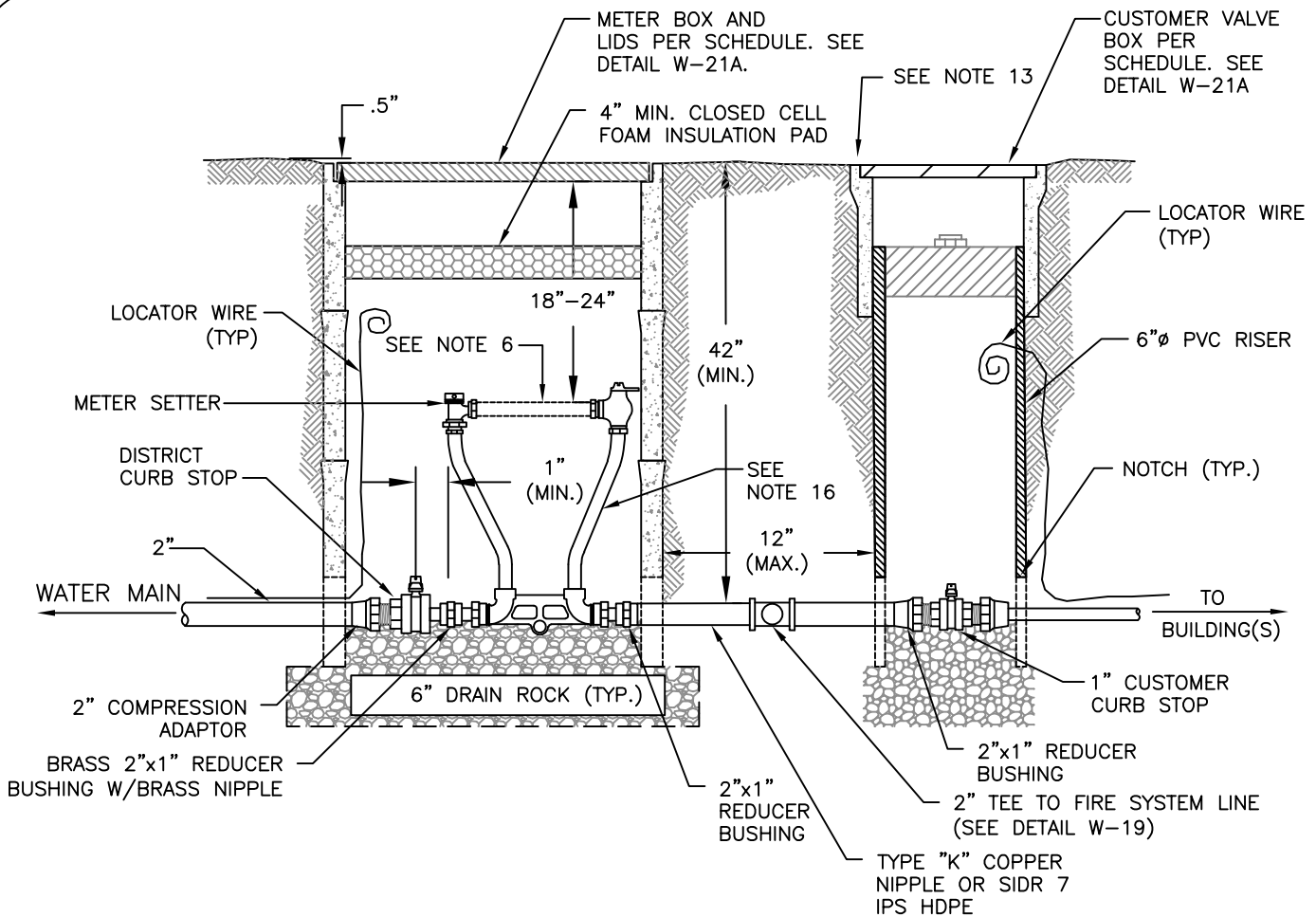
**ATTACHMENTS:**

- Water Standard Details Index
- Water Standard Details W-21, W-21A, and W-23
- Resolution 2022-10

**DATE PREPARED:** March 18, 2022

## **WATER STANDARD DETAILS**

- W-01 Thrust Blocks
- W-02 Anchor Block
- W-03 Vertical Elbow Installation
- W-04 Vertical Elbow Installation
- W-05 Vertical Elbow Installation
- W-06 Fire Hydrant
- W-07 Hydrant Guard Posts and Pad
- W-08 Gate Valve
- W-09 Blow Off Valve
- W-10 Combination Air/Vacuum Valve
- W-11 Water Main Trench
- W-12 Joint Utility Trench
- W-13 Trench Cut Off Wall
- W-14 Locator Wire
- W-15 Water Main Separation Criteria
- W-16 Service Tap (4" or Greater)
- W-16a Service Tap (4" or Greater)
- W-17 Service Tap (2" or Smaller)
- W-18 Main or Service Abandonment
- W-19 Water Meter Configuration
- W-20 Water Service
- W-21 Water Meter
- W-21a Water Meter
- W-22 Fire Service Detector Check
- W-23 2" Water Meter



**NOTES:**

1. SEE DETAIL W-21A FOR METER BOX AND VALVE BOX SCHEDULES.
2. SEE DETAILS W-19 AND W-20 FOR FIRE SERVICE AND DOMESTIC/IRRIGATION SERVICE LINE REQUIREMENTS.
3. STOP AND WASTE CURB VALVES ARE NOT ALLOWED.
4. USE DIELECTRIC UNIONS FOR CONNECTION TO GALVANIZED STEEL OR IRON PIPE AS REQUIRED.
5. METER SETTER TO INCLUDE LOCKING ANGLE BALL METER VALVE ON THE INLET AND SINGLE CHECK VALVE ON THE OUTLET.
6. PLACE PVC BLANK. DISTRICT WILL SUPPLY METER BODY.
7. LOCATOR WIRE TO BE PLACED ON CUSTOMER SIDE FOR NON-METALLIC PIPE.
8. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL DOMESTIC AND IRRIGATION SERVICES TO MAINTAIN 60 PSI OR LESS WITHIN THE SYSTEM.
9. SEE TECHNICAL SPECIFICATIONS FOR ALL MATERIAL REQUIREMENTS.
10. CONTRACTOR/OWNER SHALL SUBMIT MATERIALS LIST TO DISTRICT FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.
11. SEE DETAIL W-23 FOR METERS LARGER THAN 1".
12. STAINLESS STEEL PIPE STIFFENERS SHALL BE USED FOR ALL ENDS OF PE PIPE.
13. SET BOX LIDS 1/2" BELOW GRADE UNLESS OTHERWISE APPROVED BY DISTRICT.
14. CONTRACTOR/OWNER TO POTHOLE AND VERIFY PIPE SIZE AND MATERIAL BEFORE ORDERING PARTS, TAPPING THE MAIN, AND INSTALLING THE SERVICE.
15. INSPECTION BY DISTRICT REQUIRED PRIOR TO BURIAL.
16. FORM METER SETTER VBH74-18W-88-44-NL

SCALE: N.T.S.



# WATER METER

DWG. No. MARCH 2022

## W-21

APPROVED:

## DH

DISTRICT ENGINEER



METER BOX & LID SCHEDULE (OR APPROVED EQUAL)

METER SIZE	METER BOX LOCATION	METER BOX TYPE	METER BOX LID
1"	NON-TRAFFIC AREAS	CHRISTY N36 BOX N36X12 EXTENSION	NICOR B36 LID THREADED FOR ORION LTE ENDPOINT
1"	REGULAR & INCIDENTAL TRAFFIC AREAS	CHRISTY B1730 BOX B1730X12 EXTENSION	B1730-51JH LID W/ NICOR COMMERCIAL METER VAULT KIT EQUIPPED WITH UBRACKET SCREW IN FOR UNDER LID MOUNTING (SEE NOTES 4 & 5).
2"	NON-TRAFFIC AREAS	CHRISTY N48 BOX N48X12 EXTENSION	N48-625 LID W/ NICOR COMMERCIAL METER VAULT KIT EQUIPPED WITH UBRACKET SCREW IN FOR UNDER LID MOUNTING (SEE NOTES 4 & 5).
2"	TRAFFIC AREAS	CHRISTY B3048 BOX B3040X12 EXTENSION	B3048-53JH LID W/ NICOR COMMERCIAL METER VAULT KIT EQUIPPED WITH UBRACKET SCREW IN FOR UNDER LID MOUNTING (SEE NOTES 4 & 5).

VALVE BOX SCHEDULE (OR APPROVED EQUAL)

VALVE BOX	BOX LID (MARKED "WATER")
G5BOX	G5C

NOTES:

1. SEE DETAIL W-21 FOR WATER METER DETAIL.
2. SEE DETAIL W-23 FOR METERS LARGER THAN 1".
3. METER BOX LIDS AND VALVE BOX LIDS MUST BE MARKED "WATER".
4. LID MUST BE EQUIPPED W/ NICOR COMMERCIAL VAULT KIT INSTALLED BY CONTRACTOR PRIOR TO METER INSTALLATION BY DISTRICT.
5. STEEL RING IN NICOR COMMERCIAL VAULT KIT SHALL BE WELDED TO BOTTOM OF METER BOX LID. DO NOT USE BOLTS PROVIDED WITH THE KIT.

SCALE: N.T.S.



# WATER METER

DWG. No. MARCH 2022

**W-21A**

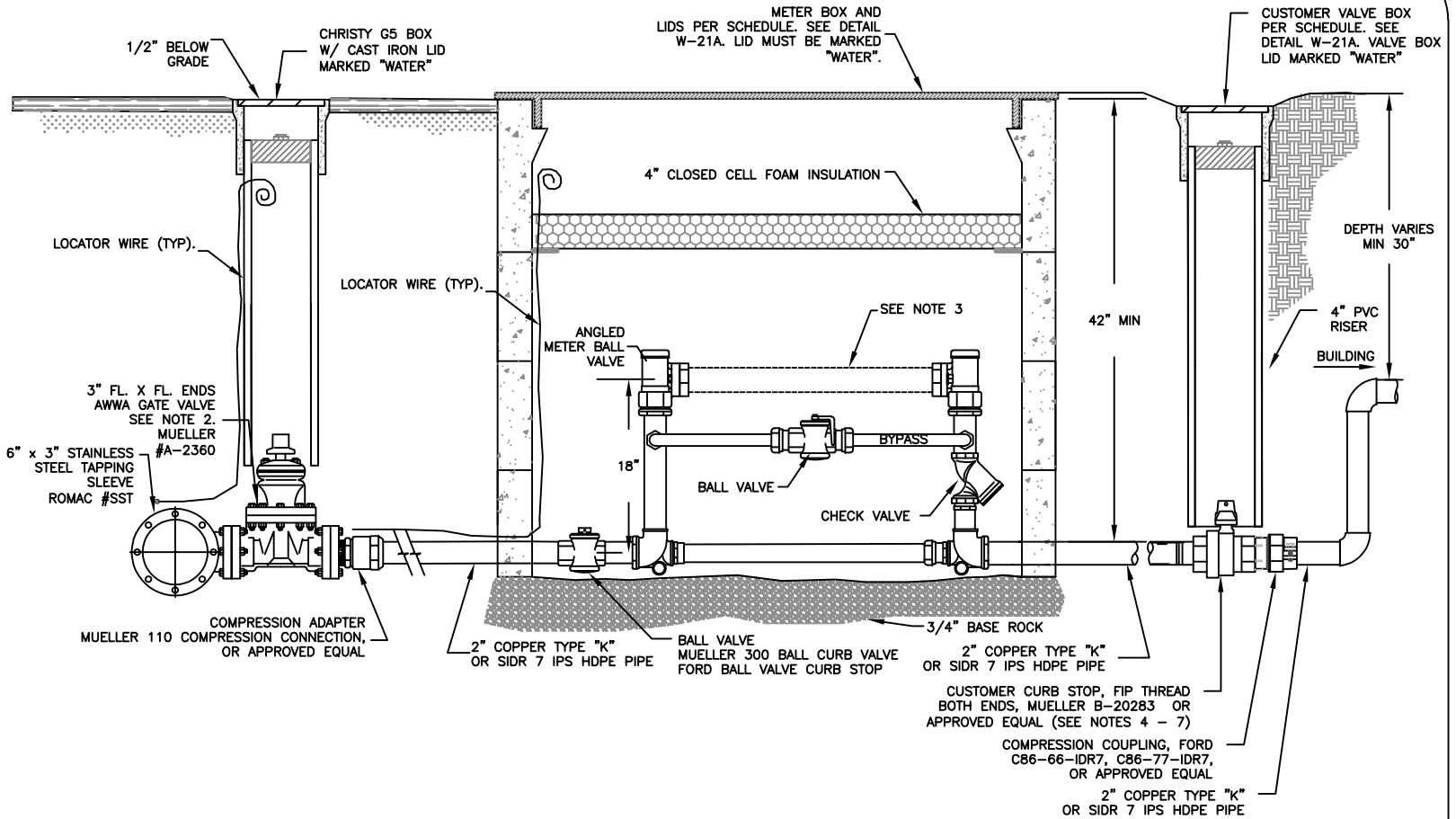
APPROVED:

**DH**

DISTRICT ENGINEER



# 2" WATER METER



**NOTES:**

1. 2" METER SETTER W/ LOCK WING BALL ANGLE METER VALVE ON INLET & OUTLET RISER. CHECK VALVE ON OUTLET RISER. BY-PASS W/ LOCK WING BALL VALVE. END CONNECTIONS SHALL MATCH WATER SERVICE MATERIAL. MUELLER #H-1423-2-99000N. \*BYPASS NOT NECESSARY ON IRRIGATION SERVICES.
2. AWWA GATE VALVE REQUIRED WHEN THE METER IS LOCATED OFF THE PROPERTY LINE OR INSIDE PREMISES.
3. PLACE PVC BLANK. DISTRICT WILL SUPPLY METER BODY.
4. 10 GAUGE COPPER LOCATOR WIRE REQUIRED BETWEEN GATE VALVE AND METER BOX WHEN PE PIPE IS USED AS SERVICE LINE MATERIAL.
5. ONLY UTILITY BOX CONCRETE EXTENSIONS MAY BE CUT TO ADJUST FOR ELEVATION.
6. CURB STOPS SHALL BE MUELLER WITH FEMALE IRON PIPE THREADS.
7. STOP AND WASTE CURB VALVES ARE NOT ALLOWED.
8. CUSTOMER RESPONSIBILITY & OWNERSHIP BEGINS AT (AND INCLUDES) CUSTOMER CURB STOP. ALL DOWNSTREAM OWNED BY CUSTOMER, NIPPLE AND ALL UPSTREAM OWNED BY DISTRICT.
9. SEE DETAIL W-21A FOR WATER METER AND VALVE BOX AND LID REQUIREMENTS.
10. CONTRACTOR/OWNER SHALL SUBMIT MATERIALS LIST TO DISTRICT FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION.

SCALE: N.T.S.

DWG. No. **W-23** MARCH 2022

APPROVED:

**DH**

DISTRICT ENGINEER

**RESOLUTION 2022-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
ADOPTING REVISIONS TO THE  
WATER STANDARD DETAILS**

**WHEREAS**, in May 2014 the Board of Directors authorized removal of the Water Chapter 1 Design Standards Division 7 from the District's administrative code; and

**WHEREAS**, in May 2014 the Board of Directors authorized the development of the Water Technical Specifications Manual to replace the above-mentioned Administrative Code Chapters and Divisions;

**WHEREAS**, the Water Technical Specifications and the Water Standard Details require updates from time to time to address changes in construction and testing methods, and materials.

**WHEREAS**, the Water Standard Details are being revised to update the standards for installation of water meter boxes and lids so that they are compatible with the meter technology that will be installed over the next several years through the District's Water Meter Replacement Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Olympic Valley Public Service District hereby adopts the updates to the Olympic Valley Public Service District's Water Technical Specifications and Standard Details.

**PASSED AND ADOPTED** this 29<sup>th</sup> day of March 2022 at a regular meeting of the Board of Directors duly called and held by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

---

Bill Hudson, Board Vice-President

ATTEST:

---

Jessica Asher, Board Secretary



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-12  
5 Pages

## GREEN-WASTE-ONLY DUMPSTER REBATE PROGRAM

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary; Mike Geary, General Manager; Danielle Mueller, Finance & Administration Manager

**SUBJECT:** 2022 Green-Waste-Only Dumpster Rebate Program

**BACKGROUND:** The District became involved with the garbage service at the request of the Property Owners Association on June 28, 1974, with the adoption of Ordinance #3. That Ordinance was replaced on September 27, 1974, with Ordinance #4. Ordinance #4 was in place until the current Garbage Code was adopted on June 30, 1988.

The District contracts with the Tahoe Truckee Sierra Disposal Company, Inc. (TTSD) for municipal solid waste collection and disposal services. Olympic Valley, Northstar and Alpine Meadows all have a service contract with TTSD.

In July, 2021 TTSD terminated the curbside collection of green waste due to operational challenges separating it from municipal solid waste (MSW) and the increasing cost of green waste disposal (as of July 1, 2021, it was more expensive to dump green waste than household waste.) Following the removal of curbside green waste collection, the District provided programs to offset the reduction in the level of service provided by TTSD. The District felt it was critical that residents continue to maintain defensible space and remove hazardous vegetation from their properties.

In July 2021 the Board approved a rebate program for the 2021 summer to fully reimburse the discounted rate of \$128.93 to rent a six-cubic-yard green-waste-only dumpster for a one-week period, delivered, picked-up, and disposed of by TTSD.

Additionally, the District, in a collaborative effort with Palisades Tahoe, and the Friends of Squaw Valley hosted three additional Green Waste Days.



Over the past year, District staff and the Board have discussed several alternatives for Green Waste Disposal. In November, 2021, the Board directed staff to:

1. Contract for services from TTSD without increasing rates for additional services;
2. Use available funds in the Garbage fixed asset replacement fund (FARF) to fund the Green-Waste-Only Dumpster Rebate Program in May-October, 2022 only, capped at \$15,000; and
3. Use available funds in the Garbage FARF to fund Five (5) OVPSD-hosted Green Waste Days in June-October, 2022 only, estimated to be around \$20,000.

**DISCUSSION:** In accordance with direction provided by the Board in November 2021, this report outlines consideration of financial relief for those that opt to use the six-cubic-yard green-waste-only dumpsters. These dumpsters are a convenient way to dispose of green waste. They are delivered to the resident's property upon request and are picked up a week later. If a resident is doing maintenance and has less than six-cubic-yards of waste, they could consider sharing a dumpster between neighbors to further reduce the financial impact. This program would be effective May 1, 2022 through October 31, 2022. The program would be first-come, first-served with a cap of \$15,000 and would reimburse 100% of the costs of the dumpster. The weekly cost for the green-waste-only dumpster is yet to be determined but will be included in the District's annual service contract with TTSD. One rebate per garbage customer would be allowed. Documentation to be provided to the District includes receipt with Proof of Payment, Property Address, Payee Name, and Mailing Address.

**ALTERNATIVES:**

1. Adopt Resolution 2022-12 authorizing staff to provide a 100% rebate for each garbage customer that has rented a six-cubic-yard green-waste-only dumpster.
1. Do not adopt Resolution 2022-12.

**FISCAL/RESOURCE IMPACTS:** As noted above, the Board of Directors placed a \$15,000 cap on the Rebate Program. The source of funds will come from garbage rates and the Garbage Fixed Asset Replacement Fund (FARF), which has a balance of approximately \$155,000. While the FARF is mainly used to contribute to capital replacement projects at 1810 Squaw Valley Road (where the dumpsters are located), the capital reserve policy allows for the FARF to be used for rate stabilization as well. As this is the first full year of implementation of the Green-Waste-Only Dumpster Rebate Program, participation is unknown. In 2021, the

program was utilized by six customers. The entire \$15,000 budget for 2022 will provide 100% reimbursement to approximately 116 residents in Olympic Valley.

**RECOMMENDATION:** Adopt Resolution 2022-12. Consider extending the six-yard Green-Waste-Only Dumpster Rebate Program to residents on the River Road who do not pay garbage collection fees but are in the District's fire protection area. Funds for reimbursement would come from the Fire Department's operating budget or from the Fire FARF.

**ATTACHMENTS:**

- Resolution 2022-12
- DRAFT Green Waste Dumpster Rebate Program Flyer

**DATE PREPARED:** March 9, 2022

**RESOLUTION 2022-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT  
AUTHORIZING THE DISTRICT TO PROVIDE A REBATE TO RESIDENTS  
FOR GREEN WASTE ONLY DUMPSTERS**

**WHEREAS**, the Board of Directors of the Olympic Valley Public Service District has adopted regulations for garbage collection service for residents within District boundaries; and,

**WHEREAS**, the District wishes to contract for the collection of trash, garbage, or waste within District boundaries as provided in Water Code section 31140; and,

**WHEREAS**, the County of Placer and the Tahoe Truckee Sierra Disposal Company, Inc. have entered a Contract for Garbage Franchise Area #3, which encompasses Olympic Valley; and,

**WHEREAS**, the District negotiated a modified agreement with the Tahoe Truckee Sierra Disposal Company that provides for additional service to Olympic Valley customers; and

**WHEREAS**, the District provides benefit to Tahoe Truckee Sierra Disposal Company by setting rates, preparing and mailing bills, collecting and processing fees, and providing customer service representation; and

**WHEREAS**, the 2022-2023 Contract does not include curbside collection of green waste as it had historically; and

**WHEREAS**, the District would like to lessen the burden on customers to dispose of hazardous vegetation, collected in compliance with Defensible Space Requirements;

**WHEREAS**, the program would be funded through the garbage fixed asset replacement fund (FARF) for garbage customers and through the fire FARF for non-garbage customers;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Olympic Valley Public Service District hereby authorizes the District to provide a 100% rebate to customers who have purchased and utilized a 6-yard green-waste-only dumpster from Tahoe Truckee Sierra Disposal Company. The rebate program will be effective May 1, 2022 - October 31, 2022. One rebate will be allowed per property until a maximum of \$15,000 is reimbursed.

PASSED AND ADOPTED this 29<sup>th</sup> day of March 2022 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Bill Hudson, Board Vice-President

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

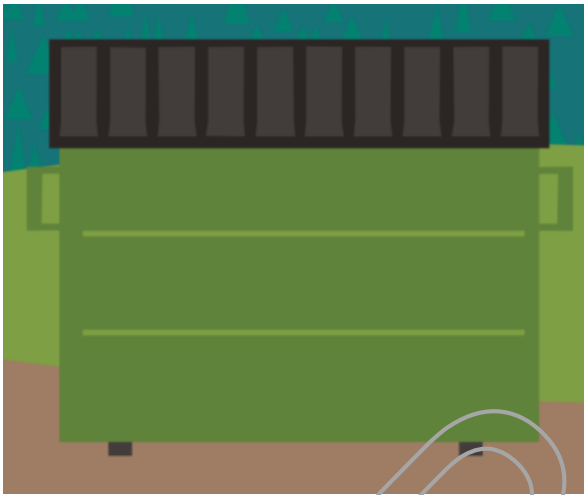


# GREEN WASTE DUMPSTER REBATE PROGRAM



As of July 1, 2021, Tahoe Truckee Sierra Disposal (TTSD) no longer collects green waste curbside due to increased disposal costs and operational challenges. Creating Defensible Space around your home is an important part in wildfire safety.

**The OVPSD Board approved a rebate program to reimburse 100% (\$TBD) of the cost of a 6-yard Green-Waste-Only Dumpster Rental.**



## Dumpster Details:

- \$TBD per dumpster
- Delivered to property on Wednesday and retrieved full the following Wednesday
- To be eligible for reimbursement, place loose, green waste materials ONLY – do not put in bags or include ANY other material!
- Call TTSD to order at (530) 583-7800.

## Rebate Process:

- Eligibility: One Rebate / Property up to \$TBD
- FIRST-COME, FIRST-SERVED, the rebate program has a cap of \$15,000
- Purchase between May 1, 2022, and October 31, 2022.
- Your receipt must include Proof of Payment, Property Address, Payee Name, and Mailing Address
- Submit your receipt via any of the following methods:
  - Email: [info@ovpsd.org](mailto:info@ovpsd.org)
  - US Mail: PO Box 2026, Olympic Valley CA 96146
  - In Person: 305 Olympic Valley Road

Questions?

Contact us at (530) 583-4692 or [info@ovpsd.org](mailto:info@ovpsd.org)





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-13  
27 Pages

## Terminate Short-Term Rental Inspections Memorandum Of Understanding (MOU)

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Allen Riley, Fire Chief

**SUBJECT:** Terminate Short-Term Rental (STR) Inspection MOU with Placer County

**BACKGROUND:** The District signed an MOU to have Fire Department (OVFD) staff conduct life safety inspections once every three (3) years to ensure the STRs comply with Placer County Code. See staff report and MOU dated August 25, 2020, attached. Placer County remitted about \$32,000 in-advance to the OVFD to inspect approximately 265 STRs but our firemen have only been able to inspect a small percentage of the total. OVFD's concern is that approximately 250 STRs will require an inspection prior to their renewal date of March 31, 2023, and Fire Dept. staff will not have the ability to complete the inspections in the County's required timeframe.

The OV Fire Dept. supports – encourages – STR Life safety inspections because they improve safety of our visitors to the Valley when they choose to stay in an STR. However, we do not have the staff bandwidth to perform the safety inspections without incurring overtime or hiring a 3rd party contractor, which results in the Fire Dept. breaking even or potentially losing money.

The challenge is the schedule in which the inspections must be performed. While there were three years to perform the inspections, all STR permits require a passing inspection by the same date, March 31, 2023. So, Placer County staff understands the challenge of performing the inspections in what will be a compressed time frame as most permit holders will likely procrastinate and wait until the last month to get the inspections completed. Scheduling, and rescheduling appointments as well as last-minute cancellations and no-shows make it even more time-consuming and expensive. Placer County is willing to perform the STR inspections and the District will payback Placer County for inspections that they have already paid for.

**DISCUSSION:** The Fire Department does not have the staff time to complete the inspections in the compressed timeframe. Having the duty crew inspect depends on availability (no emergency calls) and interrupts other assignments and trainings. In addition, it is not fiscally responsible and may cost the Department more than the fee paid to perform the inspections while off-duty, getting paid over-time wages. Staff looked at hiring a 3rd party inspector to perform the inspections but that showed the Fire Dept. breaking even or losing money.

By terminating the MOU, Placer County would inspect the STRs until April 2023, when a new county process would commence. Starting April 2023, the STR applicant will be required to get a Defensible Space and Life Safety Inspections done prior to completing the Placer County application process. The Fire Department's Cost Recovery Schedule will be updated in 2022 to show inspection fees reflective of the District's true costs to provide them. The OVFD looks forward to performing safety inspections after April 1, 2023.

**ALTERNATIVES:** 1. Terminate the current MOU with Placer County regarding life safety inspections of STRs in Olympic Valley.  
2. Do not terminate the MOU.

**FISCAL/RESOURCE IMPACTS:** The District will reimburse Placer County for inspections they paid for that were not performed by OVFD staff, or approximately \$30,000.

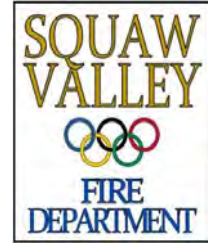
**RECOMMENDATION:** Approve termination of the MOU and direct staff to provide notice to Placer County in accordance with the terms of the MOU.

**ATTACHMENTS:** Board Report – August 25, 2020 – Short-Term Rental Life-Safety Inspections MOU dated (25 pages)

**DATE PREPARED:** March 24, 2022



# SQUAW VALLEY PUBLIC SERVICE DISTRICT



## Short-Term Rental Life-Safety Inspections MOU

**DATE:** August 25, 2020

**TO:** District Board Members

**FROM:** Allen Riley, Fire Chief

**SUBJECT:** Short-Term Rental Life-Safety Inspections Memorandum of Understanding (MOU)

**BACKGROUND:** This MOU between Squaw Valley Public Service District and the County of Placer is intended to memorialize their respective roles in the enforcement of Life-Safety Inspections of Short-Term Vacation Rentals in Placer County.

The Placer County Board of Supervisors approved a Memorandum of Understanding (MOU) for consideration by the Squaw Valley Public Service District Board of Directors to ensure protection of the health and safety of residents and guests and to protect the environment. The MOU provides permit procedures and establishes standards for short-term rentals in the unincorporated area of eastern Placer County (above 5,000 feet above sea level in elevation). The MOU establishes a "Life-Safety Inspection" of Short-Term Rentals (STRs) agreement between each District and the County, if so desired by the District. STRs shall allow Fire District staff to conduct a life-safety inspection once every three (3) years, and upon request by the Fire District, to ensure the rental complies with Placer County Code, Chapter 9, Article 9.42, Section 9.42.040, subsection (L).

A dedicated website was developed in support of the program: <https://www.placer.ca.gov/6109/Short-Term-Rental-Program>. This resource provides information on Short-Term Rentals (STRs) for both property owners and rental guests.

If entering into agreement with the County, below is a brief overview of inspection process:

### STR Life-Safety Inspection Process Overview:

1. Fire – Receives a list of properties that are enrolled in the STR program.
2. Fire – Fire Inspector shall be required to inspect the property to ensure the rental complies with Section 9.42.040, subsection (L) of the Placer

County Code. This will include confirmation of: number of bedrooms, smoke alarms, carbon monoxide detectors, fire extinguishers, visible address, emergency communications, outdoor fireplaces, grills and barbecues.

3. Fees – A Life-Safety Inspection Fee will be collected by Placer County on behalf of SVPSD and will be transferred to SVPSD by the County within 90 days of collection.
4. Life-Safety Inspection Failure – A failure or non-compliance with a Life-Safety Inspection shall result in a re-inspection (subject to SVPSD Fire Department Fee Schedule) to ensure that the failure has been corrected. The County shall be notified of any failure or non-compliance with a Life-Safety Inspection, and of the results of any re-inspection, or required inspection due to a complaint.
5. Code Compliance – Every STR must have passed a Life-Safety Inspection in the previous 3 years before they are able to renew their STR permit.
6. Exemptions – Timeshares, fractional ownership lodging facilities, hotels, motels, or existing resorts are exempt from the permit requirements provided the lodging facility has an existing permit, business license and a current and valid TOT certificate with Placer County. Residential Associations may be exempt at the discretion of the community development resource agency (CDRA) director, upon formal written request by the short-term rental owner and accompanying acknowledgement by the residential association demonstrating that there are requirements in place that satisfy the standards of the article.

**DISCUSSION:** Implementation of this MOU will require Fire Department staff resources, however, it will allow the Department the ability to ensure every registered short term rental in our district has passed a Life-Safety Inspection at least once every three years, providing a safer environment for the guests. Placer County will collect and transfer fees for our time inspecting and administering the process.

**ALTERNATIVES:**

1. Approve, and authorize the General Manager to execute, the MOU.
2. Do not approve the MOU.

**FISCAL/RESOURCE IMPACTS:** There will be an increase in required staff time to do the inspections and the associated administrative duties. Revenue is unknown due to the uncertainty of the number of STRs in our district and the number that may be exempt, but \$5,000 to \$30,000 of revenue is estimated per year.

**RECOMMENDATION:** Approve, and authorize the General Manager to execute, the MOU.

- ATTACHMENTS:**
- Memorandum of Understanding between the Squaw Valley Public Service District and the County of Placer over Short-Term Rental Life-Safety Inspections. (6-pages)
  - Ordinance 5990-B – Placer County Ordinance to amend Chapter 9 to add Article 9.42, Short Term Vacation Rentals. (1-page)
  - Exhibit 1 – Article 9.42 – Short-Term Vacation Rentals. (8-pages)
  - Placer County Staff Report – Adoption of Article 9.42: Short Term Vacation Rentals – November 19, 2019 (Exhibit A of this report is Ordinance 5990-B, same as above, and is not included to avoid duplication). (1-page)
  - Placer County Staff Report – Adoption of Resolution for Short Term Vacation Rental Permit Fee Schedule – November 19, 2019. (2-pages)
  - Placer County Staff Report – Attachment A – Resolution – Adoption of the Short-Term Vacation Rental Permit Fee Schedule. (2-pages)
  - Exhibit 1 – Short-Term Vacation Rental Permit Fee Schedule. (1-page)
  - Attachment B – Short-Term Rental Program Estimated Annual Costs. (1-page)

**DATE PREPARED:** August 19, 2020





COMMUNITY DEVELOPMENT  
RESOURCE AGENCY

**Memorandum of Understanding**  
**Between the Squaw Valley Public Service District and the County of Placer**  
**Over Short-Term Rental Life-Safety Inspections**

This Memorandum of Understanding (the "MOU") is made and entered into this \_\_\_ day of \_\_\_\_\_, 2020, by and between the Squaw Valley Public Service District (the "Fire District") and the County of Placer, a political subdivision of the State of California (the "County"). The County and the Fire District are collectively referred to herein as the "Parties," and individually as a "Party." This MOU is made by the Parties with reference to the following Recitals:

- A. Short-term vacation rentals ("STR" or "STRs") have been a staple of the County's tourist economy, particularly in the Tahoe region, for decades. In July of 2019, the County's Board of Supervisors directed County staff to begin the process of implementing regulations on STRs in the unincorporated portion of Placer County in order to address multiple issues, including safety and occupancy limits.
- B. On November 5, 2019, the County introduced an ordinance that would regulate STRs in the unincorporated eastern Placer County (above 5,000 ft. elevation). The ordinance, which is included as Attachment A, was adopted on November 19, 2019, and resulted in the addition of Article 9.42 for Short Term Rentals into the Placer County Code.
- C. Placer County Code, Chapter 9, Article 9.42, Section 9.42.040, subsection (L), requires that every STR have a life-safety inspection (hereafter "Life-Safety Inspection"), and further sets forth the requirements for those inspections through the following text:

**Fire Inspections.** STRs shall allow Fire District staff to conduct a life-safety inspection once every three (3) years, and upon request by the Fire District, to ensure the rental complies with Section 9.42.030(B)(5) and (10)-(11) relating to smoke alarms (9.42.040(G)), carbon monoxide alarms (9.42.040(H)), fire extinguishers (9.42.050(I)), outdoor fireplaces (9.42.050(C)), grills and barbecues (9.42.050(D)), visible address (9.42.040(J)), and emergency communications (9.42.040(K)). The inspections, including re-inspections due to non-compliance and inspections prompted by complaints, are subject to the applicable Fire District fee schedule cost for inspections. Records of such issues shall be provided by the Fire District to the Code Compliance Services Division for

inclusion in its administrative citation process and referred to the County for enforcement. Failure to allow an inspection to occur may result in suspension and/or revocation of the STR permit pursuant to Section 9.42.060.

- D. The County and the Fire District, based on the adoption of Section 9.42.020, subsection (L) of the Placer County Code, and in acknowledgement of the importance of Life-Safety Inspections to the public health and safety of the County's residents, now seek to finalize and memorialize their agreement over the extent and scope of those inspections.

NOW, THEREFORE, in consideration of the promises and commitments contained in this Memorandum of Understanding, the Parties agree as follows:

**Section 1. MOU Duration.** This MOU shall remain in existence for so long as the Placer County Code, Article 9.42 pertaining to STRs remains in effect.

**Section 2. Properties Subject to Life-Safety Inspection.** All STRs that are subject to the permit requirements of Article 9.42 and have not been exempted out and that are identified on the list of STR properties provided by the County to the Fire District pursuant to Section 7 below, are required to have a Life-Safety Inspection as part of the County's permit requirements.

**Section 3. Inspection Frequency.** Fire District shall endeavor to conduct Life-Safety Inspections at the frequency identified in the Placer County Code at Section 9.42.040, which is subject to amendment by the County. Under no circumstances shall inspections occur more than twice during the period identified in Section 9.42.040. Re-inspections due to failed initial inspections and inspections prompted by complaints do not count towards the inspection total. The Fire District will make reasonable efforts to inspect and re-inspect properties as necessary; however, it will not make more than three (3) efforts to contact and or conduct the inspection or re-inspection.

**Section 4. Inspection Requirements.** Life-Safety Inspections shall be limited in scope and shall only be to ensure STR compliance with Placer County Code, Chapter 9, Article 9.42, for the following:

- a. **Number of bedrooms.** Verification of the number of bedrooms based upon the requirements in Placer County Code Section 9.42.030(B)(5).
- b. **Smoke alarms.** Verification of working smoke alarms in accordance with Placer County Code Sections 9.42.040(B)(10) and 9.42.040(G).
- c. **Carbon monoxide alarms.** Verification of working carbon monoxide alarms in accordance with Placer County Code Sections 9.42.040(B)(10) and 9.42.040(H).
- d. **Fire extinguishers.** Verification of working fire extinguisher(s) in accordance with Placer County Code Sections 9.42.040(B)(10) and 9.42.040(I).
- e. **Visible address.** Verification of a visible, legible address identification in accordance with Placer County Code Section 9.42.040, subsection (J).

- f. **Emergency communications.** Verification of emergency communications method in accordance with Placer County Code Section 9.42.040, subsection (K).
- g. **Outdoor fireplaces.** Compliance with outdoor fireplace requirements pursuant to Placer County Code Section 9.42.050, subsection (C).
- h. **Grills and barbecues.** Compliance with grill and barbecue requirements pursuant to Placer County Code Section 9.42.050, subsection (D).

**Section 5. Life-Safety Inspection Fee.** The fee for a Life-Safety Inspection and re-inspection is subject to the applicable Fire District fee schedule cost for the inspection. The fee will be collected by the County on behalf of the Fire District, and will be transferred to the Fire District by the County within ninety (90) days of collection without deduction or offset.

**Section 6. Life-Safety Inspection Failure.** A failure or non-compliance with a Life-Safety Inspection shall result in a re-inspection to ensure that the failure has been corrected. The County shall be notified of any failure or non-compliance with a Life-Safety Inspection, and of the results of any re-inspection, or required inspection due to a complaint. Notification pursuant to this section shall be provided in writing to the County's Code Compliance Services office in Tahoe within five (5) days of inspection or re-inspection.

**Section 7. STR List Sharing.** The County will provide a list of permitted STR properties with the Fire District based on County GEO-coding on a monthly basis, and upon the request of the Fire District. New STR permitted properties within the Fire District that are in need of inspection will be separately identified in the list.

**Section 8. Complaints.** Fire District will forward any written complaints about non-compliance with the County's STR requirements to the County's Code Compliance Services office in Tahoe.

**Section 9. Hold Harmless and Indemnification Agreement.** The Fire District hereby agrees to protect, defend, indemnify, and hold Placer County free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by Placer County arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the County) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the MOU. The Fire District agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Fire District. The Fire District also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against the Fire District or the County or to enlarge in any way the Fire District's liability but is intended solely to

provide for indemnification of Placer County from liability for damages or injuries to third persons or property arising from Fire District's performance pursuant to this MOU.

As used above, the term Placer County means the County, its officers, agents, employees, and volunteers.

**Section 10. Insurance.**

It is agreed that the Fire District and the County shall each maintain at all times during the performance of this MOU insurance coverage or self-insurance in the amounts of not less than one million dollars (\$1,000,000) to cover all of their operations. Specifically, but not limited to not less than one million dollars (\$1,000,000) general liability, one million dollars (\$1,000,000) automobile liability, one million dollars (\$1,000,000) workers' compensation, and one million dollars (\$1,000,000) professional liability (E&O).

**Section 11. General Provisions.**

(a) Entire agreement. This MOU and any attachments hereto constitute the sole, final, complete, exclusive and integrated expression and statement of the terms and conditions of the agreement among the Parties hereto concerning the subject matter addressed herein, and supersede all prior negotiations, representations or agreements, oral or written, that may be related to the subject matter of this MOU.

(b) No Waivers. A waiver of any breach of any provision of this MOU shall not constitute or operate as a waiver of any other breach of such provision or of any other provisions, nor shall any failure to enforce any provision operate as a waiver of such provision or of any other provisions.

(c) No Third Party Beneficiary. This MOU is made and entered into for the sole protection and benefit of the Parties and their successors and assigns. This MOU is not intended to, and shall not be construed to, create any right on the part of any third party to bring any action or otherwise enforce any of its terms.

(d) Status of Employees. All persons performing services for District shall be solely employees or contractors of District and not employees of County, except those persons expressly and directly employed by County. Furthermore, District is not an agent of County.

(e) Notice. All notices required by this MOU, other than pursuant to Section 6 (Life-Safety Inspection Failure) or Section 8 (Complaints), shall be deemed to have been given when made in writing and hand delivered or mailed, certified, return receipt requested, to the respective Parties and their representatives at their respective addresses as set forth below or such other addresses as they may provide, in writing as set forth above, to the other Party from time to time:

To the County:  
County of Placer

Community Development Resource Agency  
Address: 3091 County Center Dr., Auburn, CA 95603  
Attention: Deputy Director of Code Compliance

To the Fire District:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Amendments. This MOU may be modified or amended only by mutual and written agreement of the Parties.

(g) Severability. Notwithstanding any provision of applicable law to the contrary, if any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable, and this MOU shall be construed and enforced as if such void, illegal, invalid, or unenforceable provision had never comprised a part of this MOU, and the remaining provisions of this MOU shall remain in full force and effect and shall not be affected by the void, illegal, invalid, or unenforceable provision or by its severance from this MOU.

(h) Headings and Captions. Headings and captions on sections and subsections are provided for the convenience of the Parties only and shall not be considered in the construction or interpretation of this MOU, nor limit, amend or affect the meaning of the provision to which they pertain.

(i) Construction and Interpretation. It is agreed and acknowledged by the Parties that the provisions of this MOU have been arrived at through negotiation, and that each of the Parties has had a full and fair opportunity to review the provisions of this MOU and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this MOU.

(j) Legal Jurisdiction. The Parties hereto expressly agree that this MOU shall be governed by, interpreted under and construed and enforced in accordance with the laws of the State of California. Venue for any disputes shall be the Superior Court for the State of California, in Placer County. The Parties hereby waive any federal court removal rights and/or original jurisdiction rights that they may have.

(k) Authority of Director. The Director of the Placer County Community Development/Resource Agency, or designee, shall administer this MOU on behalf of County. Unless otherwise provided herein or required by applicable law, the Director shall be vested with all rights, powers, and duties of County hereunder.



(l) Authority of Execution. Each person executing this MOU on behalf of a Party represents and warrants that such person is duly and validly authorized to do so on behalf of the entity which it purports to bind.

(m) Termination. In the event that the County and/or the Fire District elect to terminate this MOU, they can do so only after providing written notice to the other sixty (60) days in advance.

**IN WITNESS WHEREOF**, the Parties have executed this MOU effective as of the date first set forth above.

County of Placer

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Squaw Valley Public Service District

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Approved as to Form

\_\_\_\_\_  
County Counsel

Approved as to Form

\_\_\_\_\_  
Counsel for NCSD (if applicable)

Attachment A: Short Term Rental Ordinance

# Before the Board of Supervisors County of Placer, State of California

**In the matter of:**

An ordinance to amend Chapter 9 to add  
Article 9.42, Short Term Vacation Rentals

**Ordinance No.: 5990-B**

The following Ordinance was duly passed by the Board of Supervisors of the  
County of Placer at a regular meeting held November 19, 2019, by the following vote on  
roll call:

Ayes: GORE, HOLMES, GUSTAFSON, UHLER

Noes: NONE

Absent: WEYGANDT

Signed and approved by me after its passage.

  
Chair, Board of Supervisors

Attest:

  
Clerk of said Board

---

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, ORDAINS AS FOLLOWS:**

**Section 1:** Placer County Code, Chapter 9 is amended to add Article 9.42, Sections 9.42.010 through 9.42.090, as shown in Exhibit 1.

**Section 2:** This ordinance shall take effect and be in full force on January 1, 2020. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

Exhibit 1: Article 9.42, Short Term Vacation Rentals

# Exhibit 1

## Article 9.42 SHORT-TERM VACATION RENTALS

**9.42.010 Purpose and intent.** The Lake Tahoe Basin and surrounding areas in unincorporated eastern Placer County are known for their scenic beauty and recreational opportunities. These areas are world-renowned vacation destinations. While vacation rentals have been a staple in eastern Placer County for years, the recent surge in popularity of the short-term rental in this area have created compatibility issues in established residential areas. These issues are endangering the health and safety of residents and guests and endangering the very environment and resources that attract visitors to the area. To ensure protection of the health and safety of residents and guests and to protect the environment, it is the purpose of this article to provide permit procedures and establish standards for short-term rentals in the unincorporated area of eastern Placer County (above five thousand (5,000) feet above sea level in elevation). All requirements, regulations and standards imposed by this article are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in the Placer County Code, state and federal law, and by the Tahoe Regional Planning Agency. This article does not apply to short-term rentals in zone districts at or below five thousand (5,000) feet in elevation.

**9.42.020 Definitions.** The following words, phrases and terms as used in this article shall have the following meanings:

“Agent” means a person or entity authorized to rent the short-term rental on behalf of the property owner and includes a property manager, professional property management company, and/or a local contact person.

“Guest” or “Guests” means the individual or individual(s) renting the short-term rental for the purposes of staying overnight.

“Local contact person” means an individual who is personally available by telephone on a twenty-four (24)-hour basis and who maintains the ability to be onsite between thirty (30) and sixty (60) minutes and who has access and authority to assume management of the unit. An agent or professional property management company that meets the availability requirements can serve as the local contact person.

“Professional property management company” means a licensed firm charged with operating a real estate property for a fee.

“Property owner” means the owner of the real property on which the short-term rental exists.

“Resort” means a self-contained lodging facility that provides onsite amenities and activities.

“Short-term rental” means a single-family dwelling, a secondary dwelling unit, multi-family dwelling unit, studio, condominium, townhouse, duplex, guesthouse, bedroom within an existing residential unit, tiny home, or cabin, multi-person dwelling, or yurt, constructed with a building permit, rented for the purpose of continuous overnight lodging for a period of not less than one night and not more than thirty (30) days. A dwelling that is deed restricted for affordable/moderate or achievable housing is prohibited from being a short term rental pursuant to Section 9.42.050(A). Within the Tahoe Basin, non-deed-restricted secondary dwelling units may be used as short-term rentals provided the parcel on which the unit is located is greater than one acre in accordance with Section 21.3.2 of the TRPA Code of Ordinances.

“Transient occupancy tax certificate” or “TOT” means the certificate defined in Placer County Code Chapter 4, Article 4.16.

**9.42.030 Permit requirements.** It is unlawful for any person to advertise, maintain, operate or use a short-term rental in the unincorporated area of Placer County above five thousand (5,000) feet above sea level in elevation without a short-term rental permit, or in violation of the terms and conditions of the permit. Short-term rental permits shall be renewed annually, and separate permits are required for each short-term rental. The permit requirements for short-term rentals are set forth below. The issuance of any permit pursuant to this article does not relieve the owner of the obligation to comply with the other provisions of the Placer County Code pertaining to the use and occupancy of the short-term rental or the property in which it is located.

- A. **Where allowed.** As to this article, short-term rentals are allowed in all zone districts that allow residential use with approval of a short-term rental permit, and a TOT certificate, in east Placer County (properties at five thousand (5,000) feet elevation or above).
  
- B. **Application process.** An application for a short-term rental permit shall be submitted by the property owner or agent (written property owner authorization is required for an agent to file the application) to the code compliance services division and shall at a minimum include the following:
  - 1. Property owner or agent name and contact information.
  - 2. The name of the local contact person, if different from the property owner or agent, and a telephone number at which that party may be immediately reached.
  - 3. Address and assessor's parcel number for property for which the short-term vacation rental is located.
  - 4. Rental unit type (i.e. home, condo). If more than one residential unit is located on the property, identify if the rental unit is the property's primary or secondary dwelling.
  - 5. The number of bedrooms. For purposes of this section, a bedroom is a room that contains a minimum of seventy (70) square feet and that meets all requirements of the California Residential Code and contains a window or opening that can be used for emergency egress.
  - 6. Maximum occupancy amount. Occupancy is defined as two people per bedroom, plus two additional people, excluding children under sixteen (16) years of age. Occupancy limits begin at ten (10) pm. Occupancy limits may be increased on a case-by-case basis, at the discretion of the community development resource agency director.
  - 7. Total number of on-site parking spaces, if applicable. If on-site parking is not available, an alternative parking plan must be provided designating the location of off-site parking.
  - 8. Proof of existing garbage service and total number of trash receptacles.
  - 9. A current TOT certificate, or application for TOT certificate.
  - 10. Number and location of fire extinguishers, smoke and carbon monoxide alarms.
  - 11. Certification of compliance with Fire Code and fire safety requirements.
  - 12. Acknowledgment that the property owner or agent has read and understood this article, and the county's noise, parking, garbage collection, guest safety and operational standards.
  - 13. If the information supplied by the property owner on the application for a short-term rental permit is not consistent with county records, an inspection may be required

prior to or after the issuance of the short-term rental permit. An inspection fee shall be charged for the inspection.

- C. **Term and scope of permit.** A short-term rental permit issued under this article shall expire twelve (12) months from the date of issuance, unless revoked or suspended earlier. The permit authorizes the property owner to conduct only such services as is described in the permit and in accordance with the terms and conditions of the permit. A permit will be renewed if prior to expiration, the following is provided: updated application information (if changes have occurred), new certifications and acknowledgments (as identified in Section 9.42.030(B)(11) and (12)), payment of the permit fee, and proof of a valid TOT certificate.
- D. **Hotel/motel, timeshare and resort exemption.** Timeshares, fractional ownership lodging facilities, hotels, motels, or existing resorts are exempt from the permit requirements of this article provided the lodging facility has an existing permit, business license and a current and valid TOT certificate with the county. Single-family dwellings within a resort are also exempt from this ordinance at the discretion of the community development resource agency director, provided the resort company can demonstrate there are policies in place and can enforce standards for parking, noise, trash, and guest safety. The short-term rental permit exemption as it relates to single-family dwellings within resorts may be revoked if five or more complaints are made to the county within a six month time period.
- E. **Residential Association Exemption.** A short-term rental within a residential association such as a homeowner's association (HOA), and/ or condo/townhouse association may be exempt from the permit requirements of this article, at the discretion of the community development resource agency (CDRA) director, upon formal written request by the short-term rental owner and accompanying acknowledgment by the residential association demonstrating that there are requirements in place through the covenants, conditions and restrictions (CC&Rs) for noise, parking, and trash that satisfy the standards of this article, and that the residential association can demonstrate a history of enforcement of their requirements. The homeowner must certify the short-term rental is equipped with functioning smoke alarms, carbon monoxide detectors and fire extinguishers. A copy of the residential association's CC&Rs shall be provided to the code compliance services division to be kept on file. A residential association that has residences with a short-term rental permit exemption from the CDRA director shall notify the county of any changes to the CC&Rs that may impact the residential association's ability to manage and enforce requirements for short-term rentals. The short-term rental permit exemption may be revoked if five or more complaints are made to the county within a six month time period.
- F. **Permit Fee.** Each short-term rental permit application shall be accompanied by a nonrefundable short-term rental permit fee. The fee schedule shall be established by resolution of the board following a public hearing. Said fee may be adjusted by resolution of the board following a public hearing. Permits and fees required by this article are in addition to any license, permit, certificate or fee required any other chapter of the Placer County Code.
- G. **Date Effective.** This article shall become effective January 1, 2020. Short-term rental property owners and/or agents shall submit an application or request for exemption for an existing short-term rental by March 31 of each year. Failure to do so may be determined to be in violation of the article.



**9.42.040 Operational standards.** All short-term rentals are required to comply with the following standards and shall not generate other potential disturbances which may disrupt the peace, safety, and general welfare of communities. Failure to comply with the standard conditions of this section may result in fines and permit revocation as outlined in Section 9.42.050.

- A. **Responsibility of property owner to prevent nuisance behavior and maintain neighborhood peace and quiet.** The property owner and/or agent shall inform guest(s) that they are not to violate the standards of this article and shall be responsible to take any action necessary to ensure that guest(s) abide by the terms of this article and other applicable provisions of Placer County Code.
- B. **Local contact person.** A local contact person shall be personally available by telephone on a twenty-four (24)-hour basis and who maintains the ability to be physically present at the short-term rental within sixty (60) minutes of contact by code compliance, the Placer County sheriff or the guest(s), and has access and authority to assume management of the short-term rental in order to respond and remedy calls or complaints. Calls or complaints about physical conditions or circumstances that constitute an immediate threat to the public health and safety shall obligate the local contact person to immediately contact the appropriate law enforcement, fire, or other authority.
- C. **Parking.** On-site parking shall be provided for each short-term rental. If the property does not have on-site parking the property owner shall have a county-approved parking plan designating the location of off-site parking. In addition, snow area parking must comply with all applicable Placer County Code sections, including Section 10.12.020 (Illegal Parking – Generally).
- D. **Noise.** All short-term rental guests are required to comply with the standards of Placer County Code Article 9.36 (Noise) and the community noise equivalent levels (CNEL) of the Tahoe Basin Area Plan. Nighttime noise limits and quiet hours are imposed from ten (10) p.m. to seven a.m. The nighttime noise limits shall be posted inside the vacation rental in a location readily visible to all guests.
- E. **Trash and Refuse.**
  - 1. With the exception of trash properly deposited in trash collection receptacles, accumulation of trash and debris outside of the short-term rental at any time is prohibited.
  - 2. Weekly commercial trash collection must be provided for each short-term rental.
  - 3. Each exterior trash collection receptacle shall be “animal proofed” and shall comply with Placer County Code Chapter 8, Article 8.16, Part I, Division II Recollection and Storage Practices. Properties in the county located above an elevation of five thousand (5,000) feet shall provide a bear bin enclosure as defined and pursuant to the requirements of Placer County Code Chapter 8, Article 8.16, Part I, Division III Prevention of Bear Access to Garbage Can Enclosure. Failure to provide proof of bear-bin installation within one-year of permit issuance in required areas may result in denial of the permit renewal.
- F. **Interior posting requirements.** The Placer County Good Neighbor flyer shall be posted within the interior of the rental unit in a visible location. Interior postings shall contain the contact information for the local contact person, emergency evacuation information, and a notice to guests of potential financial penalties for violating the provisions of this article.

- G. **Smoke Alarms.** Smoke alarms, in good working order, shall be installed in accordance with the California Building Code and at a minimum shall be installed in each bedroom, and at least one alarm on every level of the short-term rental, including basements and habitable attics.
- H. **Carbon Monoxide Alarms.** Carbon monoxide alarms, in good working order, shall be installed in accordance with the California Building Code and at a minimum shall be installed outside each bedroom, on every level of the rental unit, including basements and habitable attics, and bedrooms or attached bathrooms with a fuel-burning appliance, and shall be installed in accordance with the manufacturer's installation instructions.
- I. **Fire extinguisher.** Each short-term rental shall be equipped with one five-pound fire extinguisher, type 3-A:40-B:C, installed at a readily available location near the kitchen. If the short-term rental has more than one level, an extinguisher must be mounted within each level. Fire extinguishers shall be inspected annually by a certified professional to ensure the extinguishers are in good working order.
- J. **Visible Address.** Each short-term rental shall have an address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Whenever the address on the short-term rental unit will not be clearly visible from the street or access road fronting the property, the address shall also be placed at the public street or access road in a manner which is clearly visible from both directions of travel on the frontage road or street. Address identification characters shall contrast with their background and conform to the minimum size requirements of Placer County Code Section 15.04.260. A short-term rental in a condominium building that does not have an individual address may utilize the condominium building address and need not comply with these requirements.
- K. **Emergency Communications.** If located in an area with inadequate cellular service, each short-term rental unit shall contain a working landline phone, Voice Over Internet Protocol, or monitored alarm system.
- L. **Fire Inspections.** Short-term rentals shall allow fire district staff to conduct a life-safety inspection once every three years, and upon request by the fire district, to ensure the rental complies with sections relating to number of bedrooms (9.42.030(B)(5)), smoke alarms (9.42.040(G)), carbon monoxide alarms (9.42.040(H)), fire extinguishers (9.42.040(I)), visible address (9.42.040(J)), emergency communications (9.42.040(K)), outdoor fireplaces (9.42.050(C)), and grills and barbecues (9.42.050(D)). The inspections, including re-inspections due to non-compliance and inspections prompted by complaints, are subject to the applicable fire district fee schedule cost for inspections. Records of such issues shall be provided by the fire district to the code compliance services division for inclusion in its administrative citation process and referred to the county for enforcement. Failure to allow an inspection to occur may result in suspension and/or revocation of the short-term rental permit pursuant to Section 9.42.060.

**9.42.050 Prohibitions and restrictions.**

- A. **Prohibited structures.** A structure or property with a recorded county covenant, deed restriction or agreement restricting its use, including but not limited to, affordable dwelling units, or deed-restricted secondary dwelling units shall not be used for short-term rentals. Short-term rentals

are not allowed in structures not intended for residential occupancy under the California Building Code Standards and county code.

- B. **Incidental camping.** A short-term rental permit does not authorize incidental camping, which means any overnight camping, sleeping in tents or on decks attached to the short-term rental unit, or sleeping in travel trailers or recreational vehicles parked on the short-term rental property.
- C. **Outdoor fireplaces.** No open wood burning pits, bonfires, or campfires are permitted to occur at short-term rentals. Natural gas/propane burning fireplaces and fire pits with twenty (20)-pound tanks or smaller are acceptable outside provided the device is at least ten (10) feet from a structure and any flammable materials.
- D. **Grills and barbeques.** Grills and barbeques are not permitted beneath a potentially flammable source including trees, umbrellas, decks, or other appurtenant structures, and shall be no less than ten (10) feet away from a structure or as far as can be accommodated and any flammable materials. Charcoal grills of any type are strictly prohibited.
- E. **Pets.** Pets shall be secured on the property at all times.
- F. **Subletting.** Guests are prohibited from subletting a short-term rental. Only property owners and/or agents with a valid short-term rental permit and TOT certificate are allowed to advertise and rent a residential unit as a short-term rental.
- G. **Special events.** Weddings, corporate events, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities, unless a permit has been issued by the county pursuant to Placer County Code Section 17.56.300(B).

**9.42.060 Penalties; decisions on permit applications.** It is a misdemeanor and a public nuisance to violate any of the provisions of this article. Any person including guests, property managers, local contact person, agent, and/or property owner that violates the provisions of this article may be subject to administrative and/or judicial remedies as set forth herein. In addition, the county shall have the authority to suspend or revoke the short-term rental permit, or to create a cause of action for injunctive relief since any violation is hereby declared to be contrary to the public interest. Unless otherwise expressly provided, the remedies, procedures and penalties provided by this section are cumulative as to each other and to any others available under state law or other county ordinances. In the event of any conflict between the penalties set forth in this article and any penalties set forth in state law, the maximum penalties allowable under state law shall govern.

- A. **Fines.** The fine for code violation(s) pursuant to this section may be an administrative penalty of up to five hundred dollars (\$500) per day for each violation contained in a first administrative citation, and up to one thousand dollars (\$1,000) per day for each violation contained in a second or subsequent administrative citation. A prior citation for purposes of this section shall be an earlier administrative citation for violation of this article on the same property that occurred less than one year prior to the current citation.
- B. **Denial, suspension or revocation of a short-term rental permit.** The code compliance services division may deny, suspend or revoke a short-term rental permit for any of the following reasons:
  - 1. The short-term rental permit application is incomplete;

2. The short-term rental permit application contains a false or misleading statement or omission of a material fact;
  3. The short-term rental, property owner, agent or guest is currently in violation of, has been found to be in violation of, or is under investigation for violation of, any local, state or federal laws, statutes, rules or regulations;
  4. Code compliance staff has responded to the property, and such response results in at least one citation for violations on each visit, if occurring three times within any twelve (12)-month period;
  5. The property owner or agent is delinquent on any payment to the county of any fees, penalties, taxes, or any other monies related to the short-term rental property including, but not limited to, transient occupancy taxes;
  6. Prior revocation or suspension of a short-term rental permit;
  7. The operation of a short-term rental is a threat to the public health, safety, or welfare;
  8. A failed fire inspection, or a refusal to allow a fire inspection of the short-term rental;
  9. Absence/expiration of a TOT certificate; or
  10. Any required application fee or renewal fee has not been paid.
- C. **Appeal.** A guest, property manager, local contact person, agent, or property owner of the short-term rental may appeal a penalty or decision on a permit application issued pursuant to this article to a county hearing officer by filing a written notice of appeal to the code compliance services division within ten (10) calendar days of the service of the notice of the penalty or decision.
1. If an appeal is filed, the code compliance officer or designee shall schedule an appeal hearing with a county hearing officer selected on a rotating basis from a list of appointed hearing officers who are not current county employees. Such appeal hearing shall be heard within thirty (30) days from the date of receipt of the appeal.
  2. Once the appeal hearing has been scheduled, written notification thereof shall be given to the guest/property owner/agent by certified mail at least ten (10) calendar days prior to the hearing date.
  3. At the hearing, the guest/property owner/agent shall have the right to testify, to be represented by counsel, to present witnesses on the guest/property owner/agent's behalf, to cross-examine all other witnesses and to present oral and written documents and evidence on the issues.
  4. Within thirty (30) days of the conclusion of the hearing, the hearing officer shall render a written decision which shall be served on the guest/property owner/agent by certified mail. The hearing officer's decision is final, unless the operator appeals pursuant to 9.42.060(C)(5).
  5. An aggrieved guest/property owner/agent may, within ten (10) calendar days from the date the hearing officer's decision is served on the guest/property owner/agent, appeal the hearing officer's decision to the board of supervisors by filing a notice of such decision with the clerk of the board. The board of supervisors shall schedule a hearing, which shall be open to the public, and the hearing officer shall promptly provide all evidence submitted at the hearing, including exhibits, briefing, and transcripts to the board of supervisors. The guest/property owner/agent shall have the right to argue their position, to be represented by counsel, and to refer to documents or testimony given at the hearing held by the hearing officer but shall not be allowed to introduce any new documents,

testimony or other evidence unless the party proffering the new evidence can show good cause as to why the new evidence was not presented at the hearing before the hearing officer. The board of supervisors may request additional briefing of any issue raised during any point of the appeal process, and may continue the hearing from time to time as deemed necessary. The board of supervisors shall issue a decision on the appeal at the conclusion of the hearing, and may sustain, modify, or reverse the decision of the hearing officer. The decision by the board of supervisors shall be the final level of administrative appeal.

- D. **Costs of enforcement.** All money and assets collected in payment of penalties for violations of this article and all money and assets collected for recovery of costs of enforcement of this article shall be used to offset the cost of enforcement of this article.
- E. **No duty to enforce.** Nothing in this article shall be construed as imposing on any code compliance officer or the county of Placer any duty to issue a warning notice, administrative or judicial citation, notice to abate, nor to abate any violations of this article and neither the code compliance officer, nor the county, shall be held liable for failure to issue an order to abate any violation of this article.

**9.42.070 No property rights conferred.** Short-term vacation rental permits do not provide a vested interest or entitlement in the continued operation of a short-term rental upon a change of property ownership. Short-term rental permits are revocable permits and shall not run with the land. Property owners must notify the code compliance services division and revenue services upon change of ownership. Continued operation of a short-term rental upon change of ownership will result in a violation of this article.

**9.42.080 Severability.** The provisions of this article are declared to be separate and severable. The invalidity of any clause, phrase, sentence, paragraph, subdivision, section or portion of this article, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this article, or the validity of its application to other persons or circumstances.

**9.42.090 Administration.** The Placer County community development resource agency director, the Placer County chief building official, Placer County fire warden, Placer County health officer, the Placer County environmental health officer, the Placer County sheriff, and any employee designated by any of those persons, are authorized to administer and enforce this article to ensure compliance.





**M E M O R A N D U M**  
**COMMUNITY DEVELOPMENT RESOURCE AGENCY**  
**PLANNING SERVICES DIVISION**  
County of Placer

TO: Board of Supervisors DATE: November 19, 2019

FROM: Steve Pedretti, Agency Director

BY: Kally Kedingler-Cecil, Associate Planner

SUBJECT: Adoption of Article 9.42: Short Term Vacation Rentals

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**ACTIONS REQUESTED**

1. Adopt an ordinance (introduced on November 5, 2019) amending Placer County Code Chapter 9 to add Article 9.42, Short Term Vacation Rentals, and
2. Find the ordinance exempt from of the California Environmental Quality Act (CEQA) pursuant to Guidelines Sections 15061(b)(3), 15282(h) and 15378.

**BACKGROUND**

Short-term vacation rentals, (STRs), have been a staple of the County's tourist economy, particularly in the Tahoe region, for decades. The term "STR" encompasses a wide range of product types including single-family residences, condominiums, and accessory dwelling units. These STRs have one commonality in that they provide overnight lodging for thirty (30) days or less.

In Placer County, there are 3,778 transient occupancy tax (TOT) certificates for STRs. The majority of these (3,638 STRs) are located in east Placer, at properties at 5,000 feet elevation or above. Existing STR regulations are limited to requiring: payment of quarterly TOT fees, presence of a local contact available 24 hours a day in the event of an issue, posting of rules and regulations, and imposition of parking, trash and noise guidelines. At the July 23, 2019 Board of Supervisors hearing, staff was directed to draft an ordinance regulating STRs in unincorporated Placer County in order to address noise, parking, occupancy, and garbage collection issues.

**ORDINANCE**

On November 5, 2019, the Board introduced an ordinance and waived oral reading to amend Placer County Code Chapter 9 to add Article 9.42 to implement regulations for short-term vacation rentals in unincorporated eastern Placer County (above 5,000 ft. elevation). The ordinance (Attachment A), if adopted, would go into effect January 1, 2020 and STR owners would be required to obtain a permit by March 31<sup>st</sup> of each year.

**CEQA COMPLIANCE**

The proposed Placer County Short Term Rental Ordinance is not a project subject to CEQA pursuant to CEQA Guidelines section 15378, and is also exempt pursuant to sections 15061(b)(3) (General Rule) and 15282(h) (secondary dwelling units).

**RECOMMENDATION**

Staff recommends the Board approve the following actions:

1. Find the Ordinance exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines sections 15061(b)(3), 15282(h) and 15378.
2. Adopt an ordinance amending Placer County Code Chapter 9 to add Article 9.42: Short Term Vacation Rentals.

**ATTACHMENTS**

Attachment A: Ordinance  
Exhibit 1: Article 9.42, Short Term Vacation Rentals





**MEMORANDUM**  
**COMMUNITY DEVELOPMENT/RESOURCE AGENCY**  
**PLANNING SERVICES DIVISION**  
County of Placer

TO: Board of Supervisors DATE: November 19, 2019

FROM: Steve Pedretti, Agency Director

SUBJECT: Adoption of Resolution for Short Term Vacation Rental Permit Fee Schedule

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**ACTIONS REQUESTED**

1. Conduct public hearing to consider adoption of a Resolution establishing the Short Term Vacation Rental Permit Fee Schedule.
2. Direct staff to negotiate Memoranda of Understanding to provide periodic fire safety inspections for short term vacation rentals with the fire districts in Eastern Placer County and return to the Board for consideration.

**BACKGROUND**

The Short Term Rental (STR) program, if adopted by separate action today, will require owners of STRs located in Eastern Placer County (above 5,000-foot elevation) to obtain an STR permit beginning in January 2020. Periodic fire safety inspections will be one of the requirements of the permit. As discussed during previous Board hearings on the STR program, it is appropriate that fees be charged to offset the cost of providing the STR permit program, including periodic fire inspections.

**DISCUSSION**

Community Development Resource Agency Cost

Staff has estimated the annual cost for the Community Development Resource Agency to provide the STR program (Attachment B). The estimated annual cost is \$455,620. This cost includes the administrative cost of permitting through the Transient Occupancy Tax vendor (Host Compliance), 75% of a Supervising Code Enforcement Officer (CEO) position, 60% of a CEO position, an Administrative Clerk position, a consultant enforcement officer, an associated vehicle, indirect, and overhead costs.

This estimate assumes the first year of the program will require a significant portion of the Supervising CEO's time for program startup, creating enforcement procedures, etc. The Supervising CEO is a new position created primarily for the STR program. The existing CEO position and the consultant officer positions will be utilized after-hours during the peak season (primarily summer and holidays) to obtain coverage seven days a week. Coverage during other times will be adjusted over the course of the year based on citizen complaints and/or other needs as required. For example, CDRA plans to have after-hours coverage after the Christmas holiday through New Year's week.

Fee rates for STRs that have professional property managers are proposed to be lower than rates for properties that are privately managed. This reflects Host Compliance's experience of reduced problems and better response to complaints by professional STR managers.

This is a new program and staff plans to review the first year results of program enforcement and will, if necessary, revise and bring an adjustment of the STR fees for 2021 to the Board for consideration late next year.

Fire Safety Inspection Cost

The STR program area encompasses four separate fire districts: North Tahoe Fire Protection District; Northstar Fire Department (Northstar Community Service District); Squaw Valley Fire Department (Squaw Valley Public Service District); and the Truckee Fire Protection District. For customer convenience and to reduce administrative costs, staff prefers applicants have a single application that



includes payment for fire inspection as part of the STR permit fee. A tentative agreement has been arranged with these fire districts to handle the inspections based on the same time and cost structure. The Eastern Placer County Fire Chiefs Joint Powers Authority has provided fee rates for their inspection services based on Cal OES 2019 salary survey for the North Tahoe Fire Protection District. The rates also reflect lower rates for STRs that have professional property managers (See Attachment B).

Subsequent to Board adoption of these fee rates, staff will work with the fire districts to prepare a Memorandum of Understanding with each district to memorialize the above and return to the Board for approval.

#### Permit Fee Schedule

The Permit Fee Schedule is attached to the resolution (Attachment A). The breakdown between the application and inspection components is the following:

#### Application Fee component:

Professionally managed properties:	\$105.00
Privately managed properties:	\$179.00

#### Fire Inspection cost:

Professionally managed properties:	\$ 95.18
Privately managed properties:	\$158.13

#### TOTALS:

Professionally managed properties:	\$200.18
Privately managed properties:	\$337.13

#### Attachments

- Attachment A: Resolution  
Exhibit 1: Permit Fee Schedule
- Attachment B: Cost Estimate

cc: Todd Leopold, CEO  
E.J. Ivaldi, Deputy Planning Director  
Karin Schwab, County Counsel  
Clayton Cook, Deputy County Counsel

**Attachment A**

**Before the Board of Supervisors  
County of Placer, State of California**

**In the matter of:**  
Adoption of the Short Term  
Vacation Rental Permit Fee Schedule

**Reso. No. 2019-\_\_\_\_\_**

The following RESOLUTION was duly passed by the Board of Supervisors of the  
County of Placer at a regular meeting held \_\_\_\_\_, by the  
following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY RESOLVE THAT:**

**WHEREAS**, on July 23, 2019, the Board of Supervisors ("Board") directed staff to establish regulations for short-term vacation rentals in unincorporated eastern Placer County; and

**WHEREAS**, on November 5, 2019, the Board introduced an ordinance to amend Placer County Code Chapter 9 to add Article 9.42 entitled "Short Term Vacation Rentals" ("STR Ordinance") in order to establish said regulations; and

**WHEREAS**, the STR Ordinance (Article 9.42, Section 9.42.030(F)) authorizes the imposition of a permit fee and requires the fee to be established by separate resolution of the Board following a noticed public hearing; and



**WHEREAS**, on November 19, 2019, the Board adopted the STR Ordinance to establish the STR program, which will become effective on January 1, 2020; and

**WHEREAS**, County staff has estimated the cost of permitting and administering the STR program, which is based on staff and operating cost and has documented said cost analysis in the "Cost Estimate" presented to the Board on November 19, 2019 and on file with the Clerk of the Board and the Community Development Resource Agency; and

**WHEREAS**, a public hearing to consider this Resolution and the fee schedule was noticed in accordance with State law, and on November 19, 2019 the Board of Supervisors held the public hearing.

**NOW, THEREFORE**, the Board of Supervisors resolves as follows:

1. The Board of Supervisors hereby establishes the initial permit fee schedule as set forth in Exhibit 1 for the short term vacation rental program.
2. Any increases or adjustments in said initial fee amounts shall be implemented by formal action of this Board through adoption of a subsequent resolution.
3. This Resolution shall take effect 60 days after adoption.

Exhibit 1: Short-Term Vacation Rental Fee Schedule



## Exhibit 1

Short Term Vacation Rental Permit Fee			
Property Management	Number	Unit Cost	Cost
Professionally Managed Properties	1,943	\$ 105	\$ 204,015
Privately Managed Properties	1,407	\$ 179	\$ 251,853
Total Short Term Rentals	3,350		\$ 455,868

Cal OES 2019 Salary Survey - NTFPD			
Unit Inspection Time	Cost by Unit Inspection Hours	Annual Fee Professional (5 year)	Annual Fee Private (3 year)
2.0 Hour	\$ 475.88	\$ 95.18	\$ 158.63

Total Fees			
Property Management	STR Permit	Fire Inspection	Total Fee
Professionally Managed Properties	\$ 105.00	\$ 95.18	\$ 200.18
Privately Managed Properties	\$ 179.00	\$ 158.13	\$ 337.13

### Short-term Rental Program Estimated Annual Costs

Scenario 1	# of	Hours	Annual Cost	Program Cost	Comments
Deputy Director	1		\$ -	\$ -	15% administration
Supervising Officer	1	1,040	\$ 168,000	\$ 126,000	3/4 STR (8a-3p), 1/4 Code
Officer	1	1,040	\$ 149,000	\$ 89,400	W-Sun 3p-midnight (part traditional code comp)
Consultant officer	1	1,000	\$ 120	\$ 120,000	
Administrative Clerk	0	2,080	\$ 50,000	\$ -	Processing/officer support
Vehicles	2		\$ 20,000	\$ 20,000	2 vehicles @ 10k per year
Office space	3		\$ 50,000	\$ 50,000	Utilities/Maintenace
Phone	2		\$ 1,000	\$ 840	2 phones @ \$35/month
Cell	2		\$ 2,000	\$ 1,180	2 cells @ \$45/month
Laptops	1		\$ 2,000	\$ 1,200	2 laptop w/ VPN access @\$50/month
Computer	1		\$ 1,500	\$ -	Estimate for clerk
Materials	1		\$ 5,000	\$ 5,000	Shirts, rain/snow gear, handouts, citations,
Tools	1		\$ 8,000	\$ 2,000	Flashlights, cameras, noise meters
Software	1		\$ 32,400	\$ 40,000	Host Compliance
<b>Annual cost</b>				\$ 455,620	

Attachment B



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-14  
7 Pages

## PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) CALL FOR NOMINATION

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary

**SUBJECT:** Call for Nominations

**BACKGROUND:** The District received notification of Placer County LAFCO's Call for Nomination - Special District Representative. The current Special District representatives are Commissioner Joshua Alpine, Placer County Water Agency, Term Expires May 2024; Commissioner William Kahrl, Newcastle Fire Protection District, Term Expires May 2022; and Alternate Commissioner Rick Stephens, Truckee Tahoe Airport District, Term Expires May 2024.

**DISCUSSION:** LAFCO is calling for nominations for a Commissioner to serve a four-year term, beginning no sooner than May 1, 2022, and ending May 1, 2026, in the seat currently served by William Kahrl. The nomination deadline is May 1, 2022. A nominee must be a Director from an independent special district within Placer County. At the end of the nominating period, one ballot listing valid candidates and voting instructions will be sent to the Districts.

**ALTERNATIVES:**

1. Nominate a Board member for the LAFCO Special District Representative and designate a Director as the Alternative Presiding Officer.
2. Do not nominate a Board member.

**FISCAL/RESOURCE IMPACTS:** None

**RECOMMENDATION:** Discuss the opportunity and determine if there is sufficient interest by any Board member to serve on the Placer County LAFCO Commission.

**ATTACHMENTS:** Call for Nomination, dated March 22, 2022; Nomination Form; Government Code 56332

**DATE PREPARED:** March 22, 2022

PLACER COUNTY

**LOCAL AGENCY FORMATION COMMISSION**

---

TO: Special District Selection Committee, Presiding Officer

COMMISSIONERS:

Joshua Alpine  
Chair (*Special District*)

Vacant  
Vice-Chair (*City*)

Cindy Gustafson  
(*County*)

William Kahl  
(*Special District*)

Joe Patterson  
(*City*)

Susan Rohan  
(*Public*)

Robert Weygandt  
(*County*)

FROM: Michelle McIntyre, Executive Officer

Placer Local Agency Formation Commission

DATE: March 22, 2022

SUBJECT: Election of Special District Representative to Placer LAFCO  
Nominations for Special District Commissioner

LAFCO Regular Special District Representative Seat term will soon be ending, which requires the Special District Selection Committee to elect a representative to serve a four-year term, beginning no sooner than May 1, 2022, and ending May 1, 2026.

ALTERNATE  
COMMISSIONERS:

Jim Holmes  
(*County*)

Sean Lomen  
(*City*)

Jeffrey Starsky  
(*Public*)

Rick Stephens  
(*Special District*)

Pursuant to the provisions of Government Code §56332(f), LAFCO has determined that the business of the Special District Selection Committee to elect the regular Special District Representative will be conducted in writing via electronic mail. Pursuant to Government Code §56332(c)(2), if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the election may be cancelled.

The nomination period will be 35 days; all nominations are due in writing on or before May 1, 2022. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within Placer County. To be valid, all nominations must include the following:

STAFF:

Michelle McIntyre  
Executive Officer

Amy Engle  
Commission Clerk

William Wright  
Legal Counsel

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature** of the **Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Please submit a statement of qualifications (not to exceed one page) for each nominee.

110 Maple Street Auburn, CA 95603  
(530) 889-4014

<https://www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO>

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to the Districts. Please let us know on the nomination form if you would like to receive a ballot by email or certified mail.

Ballots will be sent with the one-page statement of qualifications for each candidate.

Contact the LAFCO office at (530) 889-4097, if you have any questions

Enclosures: Election Nomination Ballot  
Government Code §56332



**LOCAL AGENCY FORMATION COMMISSION**

---

**Special District Nomination**

**Special District Representative to LAFCO**

Position	Nominee's Name	Originating District

Signature of Presiding Officer: \_\_\_\_\_

(Original Signature Required)

*Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.*

Printed Name of Presiding Officer: \_\_\_\_\_

(Required)

Name of Nominating District: \_\_\_\_\_

Minutes Attached (Optional):

Yes

No

How does your district prefer to receive the ballot?

Email

Certified Mail

*Nominations must be received by LAFCO before 5:00 pm on Monday May 2, 2022.*

**Return Nomination by mail to:**

Placer LAFCO  
110 Maple Street  
Auburn, CA 95603

Or

**Return Nomination by email to:**

LAFCO@placer.ca.gov

110 Maple Street Auburn, CA 95603  
(530) 889-4014

**State of California**

**GOVERNMENT CODE**

**Section 56332**

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56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may

serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified

mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

(Amended by Stats. 2018, Ch. 86, Sec. 6. (AB 3254) Effective January 1, 2019.)



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-15  
61 Pages

## ADOPTING REVISIONS TO THE PERSONNEL POLICIES & PROCEDURES MANUAL

**DATE:** March 29, 2022

**TO:** District Board Members

**FROM:** Jessica Asher, Board Secretary

**SUBJECT:** Adopting Revisions to the Personnel Policies and Procedures Manual (PP&PM)

**BACKGROUND:** The purpose of Personnel Policies and Procedures Manual (PP&PM) is to provide guidance for the development and application of a personnel management policy in a manner that will be mutually beneficial for the District and its employees.

These regulations shall be controlling for reimbursement of personnel costs and related expenses incurred by District. The provisions contained cover hours of work, salaries and wages, overtime payments, leave privileges, retirement, travel, transportation, et cetera for all employees.

In 2014 the PP&PM was removed from the District Administrative Code and a stand-alone document was developed to facilitate updates to the PP&PM. As such, the Board only needs to consider adopting a Resolution to make changes to the policies, not an Ordinance.

**DISCUSSION:** At the regular meeting of the Olympic Valley Public Service District's Board of Directors, held on September 28, 2021, the Board adopted Resolution 2021-24, approving the Side Letter of Understanding with the International Union of Operating Engineers, Stationary Engineers, Local 39, for the Operations Department Personnel. Additionally, on December 14, 2021 the Board adjusted the Administrative Offices Hours of Operation from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. to 8:00 a.m.- 4:00 p.m. Monday – Friday. Revisions to PP&PM Division II, and Sections 4.15, 4.17, 4.18, 4.24, 6.01, 6.02, 6.03, 6.14 and 6.15 are necessary to reflect these recent changes. Additionally, Section 8.02 has a proposed revision to bring the PP&PM in compliance with the current Fire MOU. It is standard practice to only bring affected Divisions to the Board's attention when changes are proposed, as such the above-referenced sections



are attached. Policy 2065, Administrative Leave, is duplicative of Section 6.03, Administrative Leave Policy, in the PP&PM.

**ALTERNATIVES:** 1. Adopt Resolution 2022-13 adopting Revisions to the PP&PM and rescinding Policy 2065.

2. Do not adopt Resolution 2022-13.

**FISCAL/RESOURCE IMPACTS:** None.

**RECOMMENDATION:** Adopt Resolution 2022-13 adopting Revisions to the PP&PM.

**ATTACHMENTS:**

- Resolution 2022-13
- Proposed Revisions to the PP&PM (Divisions II, IV, VI, VIII) – Clean
- Proposed Revisions to the PP&PM (Divisions II, IV, VI, VIII) – Redlined
- Policy 2065 – Administrative Leave

**DATE PREPARED:** March 25, 2022

## RESOLUTION 2022-13

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT ADOPTING REVISIONS TO THE PERSONNEL POLICIES & PROCEDURES MANUAL AND RESCINDING POLICY 2065, ADMINISTRATIVE LEAVE

**WHEREAS**, the Board of Directors authorized removal of the Personnel Chapter 5 from the District's Administrative Code by adoption of Ordinance 2014-01; and

**WHEREAS**, the Board of Directors authorized development of a Personnel Policies & Procedures Manual, to replace the above-mentioned Administrative Code Chapter and Division by adoption of Resolution 2014-08; and

**WHEREAS**, the Olympic Valley Public Service District (District) recognizes the International Union of Operating Engineers, Stationary Engineers, Local 39 (Union) as the negotiating agent for certain personnel employed by the District; and

**WHEREAS**, a Memorandum of Understanding sets out the Fire Department agreement, the term of which shall be effective as of July 1, 2021 and expire on June 30, 2024; and the Operations Department agreement, the term of which shall be effective as of July 1, 2017 and expire on June 30, 2022; and

**WHEREAS**, the District has met and conferred with representatives of the Union and reached agreement on certain benefit proposals; and

**WHEREAS**, the Board of Directions adjusted the Administrative Offices Hours of Operation from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. to 8:00 a.m.- 4:00 p.m. Monday – Friday; and

**WHEREAS**, revisions to Division II, and Sections 4.15, 4.17, 4.18, 4.24, 6.01, 6.02, 6.03, 6.14 and 6.15 are necessary to reflect recent negotiations with the Union resulting in the Side Letter with Operations Department personnel approved in September, 2021 and the adjustment in Administrative Office Hours approved in December, 2021; and

**WHEREAS**, a revision to Section 8.02 is proposed to bring the PP&PM into compliance with the current Fire MOU; and

**WHEREAS**, Policy 2065, Administrative Leave, is duplicative of Section 6.03 of the PP&PM;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Olympic Valley Public Service District hereby adopts revisions to the Olympic Valley Public Service District's Personnel Policies & Procedures Manual and rescinds Policy 2065.

PASSED AND ADOPTED this 29<sup>th</sup> day of March 2022 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

---

Bill Hudson, Board Vice-President

ATTEST:

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Jessica Asher, Board Secretary

## DIVISION II DEFINITIONS

### **Section 2.01 9/80 Schedule**

A compressed work schedule which consists of eight 9-hour days, one 8-hour day, and one day off in a two-week period.

### **Section 2.02 Administrative and Operations Department Employees**

Those employees working in the Administrative and Operations Departments of the District.

### **Section 2.03 Applicability**

The words and phrases appearing in this Chapter shall have the following meanings, unless it shall be apparent from the context that they have a different meaning.

### **Section 2.04 Anniversary Date**

The date on which an employee is classified as a regular employee.

### **Section 2.05 Appointment**

The acceptance by a person of an authorized position with the District after an offer of employment has been made.

### **Section 2.06 Authorized Position**

A specific work position with a job classification which is or may be held by an employee.

### **Section 2.07 Board**

Board of Directors of the Olympic Valley Public Service District.

### **Section 2.08 Classification**

A recognized level of employment in the District designed to embrace positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge and ability may be demanded of incumbents and so that the same schedule of compensation may be made to apply with equity.

### **Section 2.09 Compensation**

The salary, wage, allowances, and all other forms of valuable consideration earned by or paid to an employee by reason of service in any position, but not including any allowances authorized and incurred as necessary expenses.

### **Section 2.10 Confidential Employee**

An employee who is privy to decisions of management affecting employee relations.

### **Section 2.11 Consultation or Confer**

Verbal or written communications for the purpose of presenting and obtaining views or advising of intended actions.

**Section 2.12 Continuous Employment**

District employment which is uninterrupted except by authorized absences.

**Section 2.13 Demotion**

A change in classification to a lower salary or salary range.

**Section 2.14 Department**

A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.

**Section 2.15 Disciplinary Action**

Disciplinary action includes, but is not limited to, reprimand, demotion, suspension without pay, reduction in pay, or dismissal.

**Section 2.16 Dismissal**

Involuntary termination of employment with the District.

**Section 2.17 District**

Olympic Valley Public Service District.

**Section 2.18 Employee**

A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.

**Section 2.19 Employee Organization**

Any lawful organization which includes employees of the District and which has as one of its primary purposes representing such employees in their employment relations with the District. (amended by Ord 90-04.)

**Section 2.20 Employee Relations**

The employer-employee relationship between the District and its employees and their employee organizations.

**Section 2.21 Exempt/Nonexempt Employee**

Employees under the Fair Labor Standards Act definition for executive, administrative, or professional job classifications shall be designated exempt employees. Exempt employees normally work no less than 40 hours per week and receive a salary representative of payment in full for services rendered inclusive of required or voluntary extra hours worked.

All other employees shall be designated nonexempt employees and will be compensated for actual hours worked and will be eligible for overtime pay in compliance with applicable law and exemptions thereto.

**Section 2.22 Fire Chief**

Olympic Valley Fire Department Chief.



**Section 2.23 Fire Department Employees**

Those employees working in the Fire Department.

**Section 2.24 Full Time Employee**

An employee of the District who regularly works at least 40 hours per work week.

**Section 2.25 General Manager**

General Manager of the District or other person designated by the Board or the Manager to perform the services or make the determination permitted or required under this Chapter by the District General Manager.

**Section 2.26 Good Standing**

Any currently employed full or part-time employee not subject to disciplinary or dismissal action by the District and has given the required two week notice of resignation.

**Section 2.27 Grievance**

Any good faith or reasonable complaint of one or more employees, or a dispute between the District and one or more employees involving the interpretation, application or enforcement of the Personnel Policy & Procedures.

**Section 2.28 Hire Date**

The date an employee first starts work for the District.

**Section 2.29 Immediate Family**

An employee's father, mother, spouse, child, step-child, brother, sister, grandparent, grandchild, parents-in-law, brother-in-law, sister-in-law, or any other person who is an employee's legal dependent.

**Section 2.30 Leave of Absence**

When authorized, an absence from duty for a specified period with the employee having the right to return to his/her position at the end of the period.

**Section 2.31 Management Employee**

An employee having responsibility for formulating, administering or managing the implementation of District policies or programs.

**Section 2.32 Meet and Confer in Good Faith**

A public agency, or such representatives as it may designate, and representatives of recognized employee organizations, shall have the mutual obligation personally to meet and confer in order to exchange freely information, opinions, and proposals, and to endeavor to reach agreement on matters within the scope of representation.

**Section 2.33 Orientation Period**

The period of employment in each authorized position during which an employee may be discharged without prior notice and without cause.

### **Section 2.34 Overtime**

That period of authorized work performed by an employee in excess of such employee's normal work schedule as defined by applicable law and exemption thereto:

- A. 40 hours per work week or eight (8) hours per day for employees scheduled to work five (5) days per week, eight (8) hours per day;
- B. 40 hours per work week or nine (9) hours per day for employees working on a 9/80 schedule; and
- C. 48 hours per shift for Fire Department shift employees.

### **Section 2.35 Part-Time Employee**

An employee of the District who regularly works less than 40 hours per work week.

### **Section 2.36 Performance Evaluation**

A review and evaluation of an employee's performance and capabilities in his/her authorized position by his/her immediate supervisor.

### **Section 2.37 Personnel Policies & Procedures**

This group of policies, rules and procedures concerning District employment.

### **Section 2.38 Professional Employee**

An employee engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, physicians, registered nurses, engineers, architects, teachers, and various types of physical, chemical and biological scientists.

### **Section 2.39 Promotion**

Advancement to a position of higher rank or grade which may involve an increase in pay. Such advancement may be the result of a reclassification and involve no substantial change in duties and qualifications.

### **Section 2.40 Recognized Employee Organization**

An employee organization which has been formally acknowledged by the Board of Directors as an employee organization that represents employees of the District.

### **Section 2.41 Reduction in Pay**

A temporary or permanent decrease in salary.

### **Section 2.42 Regular Employee**

A full or part-time employee who has been retained in an authorized position that is not temporary in nature.

### **Section 2.43 Salary Range**

Categories which determine the minimum and maximum salary payable for each job classification.

**Section 2.44 Salary Step**

A level of salary payable in each salary range.

**Section 2.45 Shift Employees**

A full time employee required to work other than normal office hours.

**Section 2.46 Sick Leave**

Absence from duty by an employee due to 1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his/her duty; or, 2) the employee's attendance with a member of the employee's immediate family because of illness, injury, death (over that allowed for family leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

**Section 2.47 Supervisor**

A person who has day-to-day direction of and responsibility over the work of specific employee(s).

**Section 2.48 Supervisory Employee**

Any individual having authority to exercise independent judgment in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**Section 2.49 Suspension**

A forced temporary separation from employment.

**Section 2.50 Termination**

The conclusion or cessation of employment with the District.

**Section 2.51 Temporary Employee**

An employee hired for a specific purpose for a limited period of time.

**Section 2.52 Trainee Employee**

An employee who has not yet completed the training period.

**Section 2.53 Vacancy**

An unfilled authorized position in District employment.

**Section 2.54 Work Week**

A period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day as established by the District.

- A. For employees scheduled to work five (5) days per week, eight (8) hours per day, the work week shall begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m.
- B. For employees working on a 9/80 schedule, the work week shall begin on Friday at 12:00 p.m. and end on Friday at 11:59 a.m.

- C. For Fire Department shift employees, the work week shall begin on Saturday at 8:00 a.m. and end on Saturday at 7:59 a.m.

## **DIVISION IV EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION**

### **Section 4.01 Personnel Organization**

The District is organized into several departments. Each department includes one or more job classifications as shown on the Organization Chart, included as Exhibit I. Each classification has one or more authorized positions, as shown on the tables attached as Exhibit II.

### **Section 4.02 Salary Range Scale**

The Board will adopt certain salary range scales for authorized positions from time to time by Resolution. These range scales shall continue in effect until and unless changed by the Board.

### **Section 4.03 Orientation Period**

- A. Except as otherwise provided herein, every new District employee or promoted employee shall be a trainee employee for a period of not less than six (6) months for Administrative and Operations employees, and one year for all Fire employees unless the General Manager establishes a longer period because the duration of the required training is such that it is not possible to adequately evaluate performance within the applicable orientation period. No extension of the orientation period shall be valid without the prior written approval of the Board. Upon approval of the Board, any extension of the orientation period shall not affect the trainee status of the employee as defined in Section 4.03 B. and C. below.
- B. The orientation period is required as part of the testing process and shall be utilized for observing closely the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for terminating any employee whose performance does not meet the required standards of work.
- C. During the orientation period, an employee may be terminated at any time without cause or prior notice. A training employee does not have the rights described under "Disciplinary Action and Dismissal." (See Division VII)

### **Section 4.04 Annual Salary Review**

- A. Each year the General Manager will review the salary ranges paid by the District and make recommendations for changes thereof subject to any requirements of the Meyers-Millias-Brown Act (Government Code §3500 et seq.). This review will be completed at the regular May Board Meeting each year so that the review can be included in the annual budget.
- B. The review will study the following area:
  - 1. Review of job descriptions, classifications, actual salaries and the number of authorized positions within the District.
  - 2. Comparison of salaries paid by other employers, public or private, in this region to employees performing work similar to that performed by District employees; and,
  - 3. Review of the effects of inflation, changes in cost of living, and consumer price index, etc, especially as such are applicable in the local community.

### **Section 4.05 Salary Organization**

Each authorized position is in one salary range. The salary range includes salary steps.



#### **Section 4.06 Job Classifications**

Job classifications and job descriptions shall be prepared for each authorized position allocated and approved by the General Manager. Revisions may be made from time to time in order to remain current with work assignments.

#### **Section 4.07 Position Reclassification**

Reclassification of positions may occur upon recommendation of the Manager and approval of the Board. A reclassification may or may not include a pay rate increase.

#### **Section 4.08 Performance Evaluations**

- A. Each employee's supervisor will prepare, in writing, a performance evaluation for each employee.
- B. Performance evaluations will be prepared in the following instances:
  - 1. When an employee has worked an initial six-month period in his/her new job classification (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job positions);
  - 2. For Fire Department employees only, upon completion of the one-year orientation period;
  - 3. Upon completion of the employee's first 18 months of regular service and annually thereafter on this anniversary date;
  - 4. When an employee may be promoted, demoted, transferred or terminated;
  - 5. Whenever the employee's supervisor believes there has been a major change in the employee's performance; and,
  - 6. Whenever requested by the General Manager.
- C. All performance evaluations become a permanent part of the employee's records. Within the District, only the employee involved, the employee's supervisor, the General Manager and Board members and the human resources personnel responsible for filing the evaluations may have access to an employee's performance evaluations.

Persons or entities outside of the District may access an employee's performance evaluations only when the employee has signed a release authorizing such access.

- D. Upon completion of the performance evaluation, a meeting shall be held between the employee and the Supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential. The substance of the meeting, if different from that already recorded on the performance evaluation, shall be recorded and made a part of the employee's records.

#### **Section 4.09 Insurance**

- A. Group health, dental, vision, and life insurance is available to all employees working a minimum of 20 hours per week, excluding temporary employees. Employees eligible for insurance coverage may also enroll their eligible dependents in the medical, dental, and vision insurance plans. An employee becomes eligible for coverage upon completing the specified waiting period established for each insurance contract. [amended by Res, 2021-25]

- B. Accidental death and dismemberment (AD&D) insurance is available to all employees and their eligible dependents. The District has established a base benefit amount of coverage for the employee, for which it will pay the premium. The employee may elect to purchase increased coverage for him/herself over the base benefit at his/her own expense. The employee may also elect to purchase coverage for his/her eligible dependents at his/her own expense. Premiums due from the employee for increased coverage elections will be paid by payroll deduction.
- C. The District will contribute the premium costs it pays for the coverage mentioned in A and B above to its Flexible Benefit Plan as Cafeteria Plan Benefit Dollars. Cafeteria Plan Benefit Dollars will be adjusted to reflect changes in the premium costs due to changes in family status and fluctuations in insurance plan rates.
- D. Full time Fire, Operations and Administrative Department employees working a minimum of 20 hours per week, excluding temporary employees, shall automatically be enrolled in the District's short-term/long-term disability insurance plan. An employee becomes eligible for this coverage on the first day of the month following completion of 30 days of continuous service with the District. The District will pay the entire premium cost for this plan. However, this plan and the amount of premiums paid for it will not be included as part of the District's Flexible Benefit Plan. [amended by Res, 2021-25]

#### **Section 4.10 Workers' Compensation Insurance**

Workers' Compensation Insurance is provided for all employees.

In addition to requirements of this Section, Fire Department employees are also subject to section 4850 of the Labor Code.

Any period of time during which an employee is absent without pay due to an injury or disease compensable under Workers' Compensation Insurance will not be considered a break in continuous service for purposes of eligibility for salary increases, sick leave, vacation and length of service benefits.

Upon returning to work an employee who has been ill or injured receives full credit for the vacation and sick leave that accumulates during the time the employee was absent without pay and received benefits under Workers' Compensation Insurance. These credits accumulate on the same basis as if the employee had been regularly employed. If such employee terminates employment without returning to work, no credits for the period of absence without pay are granted.

An employee who is absent from work because of a work-connected injury or illness that is compensable under Workers' Compensation Insurance shall be eligible to use accumulated leave time and supplemental disability leave as follows: [amended by Res, 2021-25]

- A. Accumulated leave time shall be used on a supplemental basis to provide payments in an amount equal to the difference between payments under Workers' Compensation Insurance and the employee's basic salary rate.
- B. After accumulated leave and comp time have been exhausted, supplemental disability leave payments may be made by the District in an amount equal to the difference between the payments under Workers' Compensation Insurance and 80% of the employee's basic salary

rate. The duration of supplemental disability leave payments for any one injury or illness shall not exceed twenty-six (26) weeks.

- C. Supplemental disability leave shall be granted only for periods for which the employee receives temporary disability payments under Workers' Compensation Insurance except that an employee who does not have sufficient sick leave credit may be paid disability leave for the first three working days following an accident or illness that is compensable under Workman's Compensation Insurance.

#### **Section 4.11 Unemployment Insurance**

Unemployment insurance is provided in accordance with current state and federal laws.

#### **Section 4.12 Retirement Program**

District employees are required to participate in both the Social Security Administration program and the Public Employees Retirement System (PERS). An employee is eligible for PERS participation immediately upon employment according to the following criteria:

- The employee is already a PERS member
- The employee's position is full-time for six (6) months or more
- The employee's position is part-time for one (1) year or longer averaging 20 or more hours per week
- The employee works more than 1,000 hours within a fiscal year

The District contributes a percentage of the employee's gross regular wages, including any special compensation as defined by California Public Employees' Retirement Law, into the PERS fund. This contribution is generally referred to as the Employer Contribution. Additionally, the required employee's percentage contribution is also paid by the District into the PERS fund on his or her behalf.

The District provides the following retirement plans through the California Public Employees System:

##### Administrative and Operations Staff:

- A. For employees who began their original tenure with the District prior to January 1, 2011, the District's pension plan is 2.7% @ 55, Single Highest Year, with both employer and employee contributions being paid 100% by the District.
- B. For employees who begin their original tenure with the District after approval by PERS and the District of a second tier, the District's pension plan is PERS 2% @ 55, Three Years Annual Average Compensation Program, with both employer and employee contributions being paid 100% by the District (added by Ord 2011-01)

##### Fire Department Staff:

- A. Employee's entire current contribution to the 3% @ 50 Modified Formula plan shall be paid by the District.
- B. District agrees to pay and report the value of the Employer Paid Member Contribution for the PERS Safety Employees.(added by Ord 2011-01)

#### **Section 4.13 Certification**

Licenses and/or other certification required by federal, state and/or local government law in the treatment, transmission, and maintenance of water and wastewater operations or Fire Department

operations, will be required as determined by the Manager pursuant to the prerequisites of each job classification.

**Section 4.14 Compensation Schedule and Plan**

With the exception of the General Manager, all District employees shall receive the compensation provided in the basic Salary Range Scale adopted from time to time by resolution of the Board, with exception of educational incentives.

A. Fire Department Longevity Pay Program [amended by Res, 2021-25]

For employees hired prior to January 1, 2018, the District creates and hereby agrees to provide a Longevity Program as outlined herein:

Salary Increase Above Salary Schedule Step	Upon Completion of Employment Term of
3%	7 Years
4%	8 Years
5%	9 Years
10%	14 Years
15%	19 Years
Capped at 15%	

For employees hired on or after January 1, 2018, the District creates and hereby agrees to provide a Longevity Program as outlined herein:

Salary Increase Above Salary Schedule Step	Upon Completion of Employment Term of
3%	5 Years
5%	10 Years
10%	15 Years
15%	20 Years
Capped at 15%	

The longevity program percentage increase will take effect upon an employee completing the number of years of service which is calculated from the employee’s full-time date of hire.

The longevity program percentage increases will be calculated from the salary schedule step of the employee at the time the longevity increase is to take effect. Subsequent longevity program increases will not be cumulative in nature, but always defer to the salary schedule step.

**Section 4.15 Salary Plan Administration**

- A. There are five steps in the pay ranges of the District salary plan. Step one (1) shall normally be the lowest step for each authorized position.
- B. Except as otherwise provided for in the Personnel Policies & Procedures, candidates shall be employed at the orientation step of the salary range for the particular classification of position to which the appointment is made. Advancement within a salary range shall not be automatic, but shall be based on merit and shall be given only upon affirmative recommendation of the employee's supervisor and approval of the Manager. As a general rule, upon progress and productivity, an employee may be considered for increase in salary according to the following schedule:

1. Step one (1) shall be paid upon initial appointment to District service for a period of six (6) months, except when another step is indicated as the beginning pay step. This review date constitutes the beginning of the annual review process and determines the employee's anniversary date. The employee will be reviewed hereinafter upon completion of twelve (12) months of satisfactory employment unless certain conditions as outlined under "Performance Evaluations" prevail.
  2. After satisfactory completion of six (6) months service in step one (1), employees may be considered for a merit increase to the next step. Employees appointed at other than step one (1) may be considered for increase to the next higher step upon the satisfactory completion of twelve (12) month's service.
  3. After satisfactory completion of twelve (12) months in Step 2, employees may be considered for increase to Step 3.
  4. After satisfactory completion of twelve (12) months in Step 3 employees may be considered for increase to Step 4.
  5. After satisfactory completion of twelve (12) months in Step 4 employees may be considered for increase to Step 5.
- C.
1. Part-time, non-shift employees may be eligible for merit increases when, for each step, they have worked the equivalent number of hours required of a full-time employee in a comparable position.
  2. Part-time fire fighters may be eligible for merit increases after satisfactory completion of six (6) months of service, or at the discretion of the Fire Chief and approval by the General Manager.
- D. A merit step increase constitutes up to an approximate five percent (5%) increase over a prior step or five percent (5%) over current wage if the employee is receiving educational incentives.

#### **Section 4.16 When Advancement/Reduction in Salary Effective**

Advancement or reduction in salary rate of an employee from one step to another step shall become effective on the first day of the pay period. In the case of a step advancement, the salary advancement will be effective on the first day of the pay period following the employee's completion of an orientation period or a year of continuous service in the prior step.

#### **Section 4.17 Basis of Payment**

##### A. Operations Department:

1. Exempt employees are paid according to the following formula: Monthly compensation x 12 ÷ 26 = biweekly gross pay.
2. Nonexempt employees are paid according to the following formula: Monthly compensation x 12 ÷ 26 = biweekly gross pay (adjusted for overtime worked or uncompensated lost time).



3. Part-Time employees are paid according to the following formula: Hours worked x hourly rate of pay = biweekly gross pay (adjusted for overtime worked or uncompensated lost time).
- B. Fire Department:
1. Shift employees are paid on the basis of each 48-hour shift worked (60.67 shifts per year). The number of shifts per year divided by 26 pay periods per year equals 2.33 scheduled shifts per pay period. Monthly and annual rates shall be converted to hourly rates on the basis of 2,912 scheduled work hours per year for shift employees.
  2. Non-shift employees are paid according to the same basis of payment shown above for the Operations Department.

#### **Section 4.18 Payroll Periods**

Pay periods are on a biweekly basis.

- A. For all employees working normal office hours, the workweek shall begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m.
- B. For all employees working a 9/80 schedule, the work week shall begin on Friday at 12:00 p.m. and end on Friday at 11:59 a.m.
- C. For Fire Department shift employees, the work week shall begin on Saturday at 8:00 a.m. and end on the following Saturday at 7:59 a.m.
- D. Paychecks are received every other Friday for the two workweeks prior (on Friday after the close of the pay period).
- E. Paychecks will be given to the employee only unless written instructions are received from the employee to do otherwise. [Added by Ord. 90-4] In addition, electronic deposit of paychecks is available for employees.

#### **Section 4.19 Applicable Pay Rates Following Promotion**

- A. In the event of a promotion of an employee to a position in a classification with a higher pay range, such employee shall be entitled to receive the rate of compensation in the entrance step of the classification to which he/she has been promoted. If the employee is found to possess extraordinary qualifications for the new position, the Manager may request authority from the Board to enter the employee at the second step of the new range.
- B. In cases where the pay range overlaps, promotion shall be effected to the next higher salary in the range of the new classification, which will provide for an increase of not less than five (5%) percent, or as required by a Memorandum of Understanding with the currently recognized labor organization.
- C. For purposes of eligibility for future step increases, a new anniversary date shall be established as of the effective date of the promotion or at the end of the new position's orientation period.

#### **Section 4.20 Rejection During Promotion Orientation Period**

- A. At any time during the orientation period following promotion, an employee may be rejected. Notification of rejection shall be made in writing stating the reason.
- B. An employee rejected during the orientation period shall be reinstated to the position or status previously held at the same pay step and with the same anniversary date held prior to such new orientation period. If such anniversary date overlaps the orientation period in the higher classification, such rejected employee shall be entitled to apply for the higher pay step in his/her former position.

#### **Section 4.21 Voluntary Demotion**

An employee wishing to change to a classification of employment with less responsibility and a lower pay range must make such a request in writing to the General Manager. Because a change in status by any employee may affect the operational capability of the District, a request for a change in status or voluntary demotion will be granted only when the ability of the District or any Department thereof to provide service will be undiminished by the requested change in status. [Added by Ord. 05-04]

#### **Section 4.22 Applicable Pay Rates Following Demotion**

In the case of the demotion of an employee to a classification with a lower pay range, such employee shall be entitled to retain the pay step in the lower range corresponding to the step which he was receiving in the higher classification before such demotion; in such case the employee shall retain his original anniversary date. If the employee's rate of pay prior to demotion was higher than the maximum of the lower pay range, then the salary will be reduced to correspond to the maximum of the lower pay range.

#### **Section 4.23 Moonlighting**

No employee shall be permitted to accept employment outside of District service if:

- A. The outside employment leads to a condition resulting in grounds for discipline.
- B. The nature of the work is such that it will reflect unfavorably on the employee or the District.
- C. The additional duties to be performed are in conflict with duties required by the District.

#### **Section 4.24 Holding More Than One District Position**

If temporary help is needed by either the Fire Department or Administrative and Operations Department, employees qualified to do the work required may be hired as "temporary help" by the other department. Transfers from one department to another on a temporary basis must be approved by both the General Manager and Chief.

Employees hired on a temporary basis while off duty from their regular assignment will be entitled to overtime pay as provided for in the definition of "Overtime" in the "Definitions" Division of this manual.

## **DIVISION VI EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS**

### **Section 6.01 Office Hours**

- A. Normal office hours for Full Time Employees are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Each day, an employee is allowed a 30-minute unpaid meal period and two paid 15-minute rest periods, one each in the morning and afternoon. If not taken, such rest period is waived. To accommodate emergency and/or special work assignments, working hours of all personnel may be adjusted as required and approved by the General Manager.
1. An alternative work schedule will be available on a voluntary basis to employees in the Administration Department with the approval of the General Manager. Employees working an alternative work schedule must work between the hours of 8:00 a.m. and 4:00 p.m. and must take a 30-minute unpaid meal period and may take up to a one-hour unpaid meal period. Employees must have completed their orientation period in order to work an alternative work schedule.
  2. A 9/80 alternative work schedule is defined in the "Definitions" Division of this manual. To comply with the Fair Labor Standards Act (FLSA), the "work week" for employees working a 9/80 schedule shall be as defined in the "Definitions" Division of this manual. The eight-hour workday shall be on first Friday of the pay period and the scheduled day off shall be on the second Friday of the pay period and neither are subject to change unless approved by the General Manager. For employees in the Operations Department, a 9/80 schedule is only available from the first full pay period in March through the last full pay period in October.
  3. Working an alternative work schedule is a privilege and can be revoked at any time at the discretion of the General Manager. An alternative work schedule policy agreement shall be completed and approved in advance.
- B. Hours for 48-hour Shift Employees generally begin at 8:00 a.m. Working hours may be adjusted as required by the General Manager or the Chief. Each employee shall be entitled to take one 15-minute rest period for each four (4) hours of work performed in a work day. If not taken, such rest period is waived.

### **Section 6.02 Overtime**

The general policy of the District will be to discourage the use of overtime. In those instances where it is essential to cover emergencies or to the continued operation of the District, overtime may be authorized by the General Manager, or an employee's supervisor.

- A. Administrative and Operations Department Employees:
1. Nonexempt employees required to work overtime as defined in the "Definitions" Division of this manual are compensated at time and one-half (1-1/2) their regular hourly rate of pay for all overtime hours worked.
  2. Nonexempt employees required to work overtime are compensated at double their regular hourly rate of pay for all hours worked in excess of twelve (12) hours per day.

3. Nonexempt employees required to work on an approved Holiday, excluding temporary employees, shall be paid at one and one-half (1 ½) times their hourly rate of pay for each and every hour worked.
4. The General Manager is authorized to grant employees compensatory time off in lieu of overtime hours worked. The provisions of a Comp Time Policy for Administrative and Operations staff are hereby recognized by reference.

**B. Fire Employees:**

1. Unauthorized overtime is discouraged, but it is recognized that firefighters on duty must respond to emergency situations possibly involving overtime as needed.
2. A change in a shift employee's work schedule shall be deemed overtime unless the Chief shall provide the employee concerned with at least seven (7) calendar days' advance written notice of the change in work schedule. A change in work schedule shall be in effect for not less than fourteen (14) calendar days unless the employee consents, in writing, to a lesser period.

Failure to give such notice shall entitle the employee to overtime pay during the hours worked over and above the hours which were included in the employee's work schedule (for example a change from 8:00 a.m. to 5:00 p.m. to 1:00 p.m. to 9:00 p.m. without seven (7) days' advance notice shall entitle the employee to overtime during the period from 5:00 p.m. to 9:00 p.m.)

3. Overtime shall be compensated for in pay at time and one-half (1-1/2) employee's regular rate of pay.
4. Compensatory time off for overtime hours worked will not be granted.
5. When a shift employee, after completing his normal work shift and leaving his work station, responds to an authorized order to return to duty to perform emergency or non-scheduled services, he shall be entitled to overtime. The minimum overtime to which he is entitled shall be two (2) hours at time and one-half. Commuting time shall be counted as time worked in the case of Call-Back Duty.
6. The job classification of Fire Chief shall not be eligible for overtime unless covering a shift that would otherwise be covered by a different employee.

**Section 6.03 Administrative Leave Policy**

The Administrative Leave Policy is provided for exempt employees in order to meet their needs for personal time off.

- A. Hours worked in excess of forty (40) hours in one work week may be banked in the Administrative Leave account and used, with the General Manager's approval, for personal time off.
- B. Paid days off for vacation, sick leave, or other approved and paid time away from work, excluding holidays, does not count toward time worked. Only hours worked in excess of forty (40) hours per week can be banked in the Administrative Leave account.

- C. Administrative Leave time may be banked for use in the future with a forty (40) hour maximum allowed to be carried forward from year to year. Time is banked on the basis of one hour for every hour over forty (40) hours worked in a one-week period.
- D. Any time banked and not taken will be lost upon leaving District employment.

#### **Section 6.04 Weekend Patrol/On-Call Duty Service**

- A. In order to maintain a high standard of emergency service to the community, Operations Department personnel are required to be available for duty during off hour periods. This duty is assigned for one week periods on a rotating basis. [Amended by Ord. 90-4]
- B. Weekend Patrol duty requires the employee so assigned on weekend and holidays to check the District plant for any unusual conditions and to conduct specific assigned tasks. On-Call duty requires the employee so assigned to be ready to respond immediately to emergency service calls; to be able to be reached by telephone or message receiver; to remain within a sixty (60) minute normal travel time response distance of the District; and to refrain from activities which might impair the employee's ability to perform their assigned duties during the on-call period. [Added by Ord. 90-4; revised by Ord. 2008-03]
- C. An employee required to be on-call duty shall be compensated at a flat rate per weekday duty (Monday-Friday) and a flat rate for weekend duty (Saturday, Sunday and Holidays) according to the current MOU. [revised 5.27.2014]
- D. An employee directed to respond to an emergency shall be compensated for the actual time required to respond, resolve and return from the call (two-hour minimum) or for one hour if the response is handled by utilizing the on-call laptop computer or phone. An employee directed to conduct weekend patrol (Saturday, Sunday and Holidays) shall be compensated for the actual time required to complete the assigned patrol duty (two-hour minimum) excluding commute time. [Added by Ord 90-4]
- E. An employee assigned to weekend patrol/on-call duty may be provided a District vehicle for response. The District vehicle is to be used solely for commuting to and from the District and for patrol or response to emergency service calls.
- F. If an employee wishes to use their personal vehicle for Weekend Patrol/On-Call Duty Service, they may do so. The District agrees to pay the current IRS mileage rate roundtrip for each trip the employee makes in their personal vehicle. It is the employee's responsibility to submit the claim form for mileage reimbursement and to provide proof of automobile insurance to the District.

#### **Section 6.05 Court Duty**

- A. This section shall not apply to any employee who is a named party in an action unrelated to the District and its activities.
- B. When an employee has jury duty or appears in court as a witness, the employee shall elect between one of the following:



1. The employee may turn in to the District all compensation (other than expense and mileage reimbursement) the employee receives from the court. In this instance, the employee will draw full salary during the period of court duty.
2. The employee may have deducted from his/her salary the total time absent for court duty. The employee may then receive payment from either the court or the person on whose behalf the employee testified.
3. In no event shall double pay to the employee result from court duty. The District will not compensate the employee for mileage or meal expenses, unless the employee is testifying on a District related matter and is eligible for such compensation reimbursement.
4. The employee shall not use a District vehicle for transportation to such duty without prior approval of the General Manager.

### **Section 6.06 Voting Privileges**

In accordance with state law, necessary time off with pay may be allowed by General Manager for voting. Such time off is not charged against vacation or sick leave.

### **Section 6.07 Blood Donations**

Employees who volunteer as blood donors, without compensation, to a local blood bank may be excused by their Supervisor for the period of time necessary to accomplish this purpose. Such time off is not charged against accumulated leave time.

### **Section 6.08 Public Emergency**

An employee may be granted time off with pay during a public emergency which effectively prevents the attendance at work or the continuance of work in a normal and orderly manner. A public emergency includes a natural disaster such as fire, flood, severe snow storm, or earthquake; or a manmade disorder such as a demonstration, riot, or act of sabotage. Authorization for time off with pay for such emergencies will be made by the Board, General Manager or their designated representative.

### **Section 6.09 Search and Rescue, Volunteer Firefighting, or Disaster Control**

An employee who performs search and rescue or is a volunteer firefighter or performs disaster control work as a member of an organized civil unit may be granted time off for such service when approved by the General Manager or his designated representative.

### **Section 6.10 Funeral Leave**

- A. A regular Administrative and Operations Department employee may take up to five (5) days off and a regular Fire Department employee may take up to seventy-two (72) hours-off, with approval from the General Manager, with pay to attend funerals of members of the employee's immediate family as defined in Division II. This time off is charged as vacation, sick leave, or comp time.

### **Section 6.11 Family Leave**

- A. The Family and Medical Leave Act (FMLA) is hereby recognized and included by reference. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-

protected leave each year for specified family and medical reasons, among other entitlements.

- B. The California Family Rights Act (CFRA) is hereby recognized and included by reference. The CFRA also entitles eligible employees to take up to twelve (12) weeks of unpaid job-protected leave each year for the birth of a child for purposes of bonding, for placement of a child in the employee's family for adoption or foster care, for the serious health condition of the employee's child, parent or spouse, and for the employee's own serious health condition.
- C. The District is registered under the California Unemployment Insurance Code. Therefore, all employees are required to contribute to State Disability Insurance (SDI) and Paid Family Leave (PFL) through a payroll deduction. This deduction is a percentage of the employee's gross wages as set by the State of California each calendar year. Both of these coverages entitle the employee to receive benefit payments while absent from work due either to the employee's non-work related sickness, injury, or pregnancy (SDI) or to care for a seriously ill family member or bond with a new child (PFL).
- D. Use of any of the above leaves is subject to the requirements of each applicable law. Whenever possible, use of FMLA and CFRA will be done concurrently.

#### **Section 6.12 Authorized Leave of Absence**

- A. A regular employee may be allowed up to thirty (30) calendar days' leave of absence without pay for acceptable reasons upon the prior written approval of the General Manager.
- B. A leave of absence with pay may be granted by the General Manager up to five (5) working days to cover unusual circumstances.
- C. A leave of absence without pay over thirty (30) calendar days requires the prior approval of the Board.
- D. Military leave will be governed by the provisions of applicable sections of the California Military and Veterans Code.

#### **Section 6.13 Unauthorized Leave of Absence**

- A. Any employee who is absent for three (3) working days without being on authorized sick leave, authorized vacation leave, authorized comp time leave, authorized family leave or authorized leave of absence shall automatically have resigned his/her employment with the District, unless otherwise determined by the General Manager. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- B. Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- C. An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his/her District employment.

#### **Section 6.14 Paid Holidays**

- A. Full-time employees working normal office hours shall be entitled to holidays with pay as shown on the Approved Holiday list attached as Exhibit III.

If one of the holidays falls on a Sunday, the following Monday is usually observed as a holiday. If one of the holidays falls on a Saturday, the previous Friday is usually observed. A declared holiday constitutes eight (8) working hours granted as time off with pay.

For employees working a 9/80 schedule, if a holiday falls on a 9-hour workday, the employee must use one hour of accrued vacation, comp, or admin leave. Should a holiday fall on a Friday on a regularly scheduled day off, the employee will take the preceding Thursday off. For Thanksgiving, if the employee has a regularly scheduled Friday off, the employee will take the preceding Wednesday off. For Christmas, if the employee has a regularly scheduled Friday off, the employee will take the day preceding the two-day holiday off.

- B. Fire Department Shift Employees: Compensation in lieu of time off for holidays, as described on the Approved Holiday list attached as Exhibit III shall be computed in accordance with the following schedule. [Amended by Ord. 90-4]

Holidays/Year	Hours/Pay Period	Hours/Year
10	4.31	112.06
11	4.74	123.24
12	5.17	134.42
13	5.60	145.60
14	6.03	156.78
15	6.46	167.96

This time shall be paid at the employee's regular rate of pay and shall be paid in equal installments over twenty-six (26) pay periods.

- C. Full time Administrative and Operations Department employees may use one existing Holiday as a Floating Holiday with forty-eight (48) hours notice to and approval of their Department Manager. [Added per Ord. 2009-06]

**Section 6.15 Paid Vacation for Full-Time Employees**

A regular employee is entitled to paid vacation. No vacation time shall be vested until an employee successfully completes the six (6) months of service period, however vacation time shall be accrued commencing with the first full month of employment.

- A. Administrative and Operations employees shall earn vacation up to the maximum allowable credit for each year of continuous employment as follows based on a forty (40) hour work week:

<b>Years of Service</b>	<b>Vacation Credit Accrual Rate</b>	<b>Maximum Allowable Credit</b>
Less than 10	10 hours/month	120 hours
10 but less than 15	12 hours/month	144 hours
15 but less than 20	14 hours/month	168 hours
20 or more	16.67 hours/month	200 hours (Ord 2011-01)

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. Vacations shall be scheduled at the

convenience of the District and approved by the Department Manager and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time will be paid upon termination. Payment of 100% of accrued vacation time in excess of the annual maximum accrual will be made in the last pay period of the calendar year. [Ord. 90-04]

- B. A Fire Department shift employee shall earn vacation for each year of continuous employment as follows:

Years of Service	Vacation Credit Accrual Rate (Hours/Year)		Maximum Allowable Credit (Hours)	
	Shift Personnel	40 Hour/Week Personnel	Shift Personnel	40 Hour/Week Personnel
Less than 3	112.08	80	336	240
3 but less than 5	134.40	96	336	240
5 but less than 10	168.00	120	336	240
10 but less than 20	223.92	160	448	320
20 or more	280.08	200	448	320

Full time shift employees with less than ten (10) years continuous service may not accrue more than 336 hours as of the final pay period of the calendar year.

Full time shift employees with ten (10) or more years continuous service may not accrue more than 448 hours as of the final pay period of the calendar year.

Full time forty (40) hour Fire Department employees with less than ten (10) years continuous service may not accrue more than 240 hours as of the final pay period of the calendar year . Full time forty (40) hour Fire Department employees with ten (10) or more years' continuous service may not accrue more than 320 hours as of the final pay period of the calendar year.

Payment of 100% of accrued vacation time in excess of the annual maximum accrual will be made in the last pay period of the calendar year. This payment shall be in the form of a contribution to the employee's HRA account. [Amended by Ord. 90-4, Res, 2021-25]

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. In special cases, maximum accruals of vacation credit may be extended by approval of the Fire Chief and the General Manager. Vacation shall be scheduled at the convenience of the District and approved by the Fire Chief and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time earned up to the maximum allowed in the vacation account will be paid upon termination.

**Section 6.16 Paid Vacation for Part-Time Employees**

A part-time regular employee will earn paid vacation in the same proportion as his/her monthly working hours bear to the normal monthly working hours of a full-time employee in a comparable position.

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. Vacations shall be scheduled at the convenience of the District and approved by the Department Manager and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time will be paid upon termination. Payment of 100% of accrued vacation time for a part-time regular employee will be made in the last pay period of the calendar year. Payment of 100% of accrued vacation time will be paid at the employee's part-time rate upon promotion to a full-time position.

Part-time regular employees who are subsequently promoted to a full-time position shall be given credit for the scheduled regular hours worked (excludes anything outside of normal "shift" i.e. overtime, call back) at part-time status for determining years of continuous employment for vacation accrual. This will be calculated using the following:

$$\text{Total scheduled regular part-time hours worked} \div \text{annual hours worked by a full-time employee in a comparable position} \times 365 \text{ days} = \text{Days of Service}$$

The number of Days of Service will then be used to adjust the employee's vacation accrual anniversary date backwards from the employee's full-time employment date.

#### **Section 6.17 Scheduling of Vacation**

- A. Vacations may be scheduled at any time during the year at the convenience of the District, upon approval of the Department Manager and General Manager. A "Vacation Time Request" form shall be submitted and approved prior to taking vacation time.
- B. Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his/her current classification. However, seniority may be exercised only once in a year by each employee.
- C. Requests for vacation will be granted only where vacancies exist or staffing requirements permit and upon mutual agreement of the employee and the General Manager. The District will attempt to allow employees to take vacation when requested. However, the General Manager may deny vacation at a particular time if it would adversely affect District operations. Vacation must be authorized in advance by the employee's supervisor and by the General Manager.

#### **Section 6.18 Maximum Accrual of Sick Leave**

- A. Each regular employee is entitled to sick leave with pay. No sick leave time shall be vested until an employee successfully completes six (6) months of service; however, sick leave shall be accrued commencing with the first full day of employment.
- B. Each regular full-time non-shift employee shall accrue sick leave with pay on the basis of eight (8) hours for each full calendar month of full-time service up to a maximum of 480 hours on the last pay period of the calendar year.
- C. Each regular part-time employee shall accrue sick leave with pay on the basis of the same proportion that his/her monthly working hours bear to the normal monthly working hours of a comparable full-time position.



- D. Each regular full time shift employee shall accrue sick leave on the basis of 24 hours/mo, or 11.08 hours per pay period, up to a maximum of 288 hours per year. A maximum accrual of 960 hours of sick leave will remain in the employee's account on the last pay period of the calendar year. [Amended by Ord. 90-4; revised by Ord. 2009-06]
- E. An employee absent without pay for more than five (5) working days in a month shall not earn sick leave for that month.
- F. Compensation for hours in excess of these maximums for all employees shall be in the same manner as Section 6.24. (per Fire MOU 2006-08, amended by Res, 2021-25)

**Section 6.19 Unused Sick Leave**

Unused sick leave may be accumulated from year to year up to the maximum accruals set out above. [Amended by Ord. 90-4]

**Section 6.20 Use of Sick Leave**

Sick leave may be taken as earned after six (6) months of service period has been completed successfully. In order to get paid sick leave, the employee must inform his/her supervisor prior to the start of working hours or upon leaving his/her job if sickness occurs during the work day, except in cases of emergency. Sick leave is granted only when an employee is unable to render service because of sickness, disability, quarantine, the bearing of a child, injury, employee's own medical or dental examinations, or attendance upon a member of employee's immediate family because of illness, injury or medical appointments.

- A. Pregnancy, in and of itself, shall not be grounds for granting sick leave with pay. Illness accompanying pregnancy, but not a normal condition thereof, and supported by a physician's certificate, shall be considered grounds for sick leave with pay.

**Section 6.21 Election Concerning Sick Leave**

Any employee, compelled to be absent due to injury or illness for which worker's compensation or state disability payments are made, may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in an amount equal to the difference between the compensation received as regular salary and the amount of workers' compensation, state disability, or paid Family Leave payments received. Similarly, he/she may elect to use any accrued vacation time and/or comp time. In no event shall an employee receive more compensation on any day of absence than he/she would have received if he/she had worked.

In addition to the requirements of this section, Fire Department employees are also subject to section 4850 of the Labor Code.

**Section 6.22 Evidence of Illness**

The General Manager may require any employee who is absent from duty due to illness or injury to have a physical examination by a District doctor, at the District's expense.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a physician's certificate upon return to duty stating that the employee has fully recuperated from the illness or injury and has no physical limitations preventing the employee from performing required job

responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

### **Section 6.23 Unearned Sick Leave**

- A. Sick leave with pay shall not be allowed or taken until earned. [Amended by Ord. 90-4]
- B. The District, upon approval of the Board of Directors, may provide a Fire Department shift employee with up to 112 hours, or one pay period, worth of sick leave on a loan basis should the eligible employee's sick leave account become zero. These hours would remain in a separate District account, paid back by the eligible employee as their hours accrue in their sick leave account. Approval of such a loan shall not occur more than once in any three-year period. All bargaining unit employees who have successfully completed the orientation period are eligible for this discretionary loan. [Added by Ord. 90-4]

### **Section 6.24 Payment for Unused Sick Leave**

- A. Each regular Administrative and Operations Department full-time employee will be compensated for 50% of sick leave accrued in excess of 480 hours in the last pay period of the calendar year. [Amended by Ord. 90-4, Res. 2021-25]
- B. Each regular full-time shift employee will have sick leave accrued in excess of the maximum sick leave accrual of 960 hours transferred to Excess Sick Leave credit in the last pay period of the calendar year. Hours accrued as Excess Sick Leave credit shall only be applied toward PERS additional service credit upon retirement and is not available as compensation or for use as sick leave or other paid leave. [Added by Res. 2021-25]
- C. Each regular part-time employee will be compensated for all his/her accrued sick leave hours at 50% of his/her hourly rate in the last pay period of the calendar year.
- D. A regular Administrative and Operations Department employee leaving the District's employ in good standing may, upon the employee's request, be paid the monetary value of the earned sick leave, subject to the following provisions:
  - 1. All sick leave time accumulated and unused shall be paid for at a rate of 50% of the hourly rate of such employee at the time of his/her termination.
  - 2. The benefits granted hereunder shall not become a vested right of any employee, but rather are subject to amendment in the same manner as any other provisions relating to compensation.
  - 3. An employee receiving compensation under this section shall not be eligible for reinstatement within 90 days after the effective date of termination.
  - 4. If an employee qualifying for compensation of sick leave under this section dies, the benefits payable under this section shall be payable to the employee's surviving spouse or registered domestic partner or, if there be no surviving spouse or registered domestic partner at the time of death, to the employee's heirs.
  - 5. Notwithstanding the provisions of Section 6.24.C.2 above, a regular Administrative and Operations Department employee retiring from District service and eligible for

pension benefits at the time of such retirement shall have the following options:  
[Amended by Ord. 90-4, Res. 2021-25]

- a. To receive payment for unused sick leave as specified above; or, [Amended by Ord. 90-4, Res. 2021-25]
- b. To apply accumulated unused sick leave toward an early retirement on a day-for-day basis (e.g., An employee retiring at 65 on December 31, and having ten days of accumulated sick leave, may leave ten working days before December 31, and draw full compensation until December 31). [Amended by Ord. 90-4, Res. 2021-25]
- c. To apply accumulated unused sick leave toward PERS additional service credit. [Added by Ord. 2009-06, Res. 2021-25]

E. A regular Fire Department employee with more than one year of continuous service leaving the District's employ in good standing may, upon the employee's request, be paid the monetary value of the earned sick leave, subject to the following provisions:

1. No pay shall be given for the first 24 days (192 hours for non-shift employees, 268.8 hours for shift employees) of sick leave in the employee's account; the remaining time shall be paid for at a rate of 50% of the hourly rate of such employee at the time of termination. No employee shall receive more than \$2,000.00 for such unused sick leave. Part-time employees shall receive pay for the days of sick leave that is represented by the proportion of their scheduled hours to a 40-hour position. (For example, a half-time employee would receive no pay for the first 12 days of sick leave in the employee's account.) [Amended by Ord. 90-4]
2. The benefits granted hereunder shall not become a vested right of any employee, but rather are subject to amendment in the same manner as any other provisions relating to compensation.
3. An employee receiving compensation under this section shall not be eligible for reinstatement within 90 days after the effective date of termination.
4. If an employee qualifying for compensation of sick leave under this section dies, the benefits payable under this section shall be payable to the employee's surviving spouse or registered domestic partner, if there be no surviving spouse or registered domestic partner at the time of death, to the employee's heirs.
5. Notwithstanding the provisions of Section 6.24.E.2 above, a regular Fire Department employee retiring from District service and eligible for pension benefits at the time of such retirement shall apply accumulated unused sick leave toward PERS additional service credit. [Amended by Ord. 90-4, amended by Res, 2021-25]

F. Upon return from lay-off, an employee will have the right to "buy back" the total hours of accrued sick leave by reimbursing the District in full for the proceeds received by him at the time of layoff.

- G. All hours lost under Section C. 1 above shall be restored at the time of re-employment. In any event, a Fire Department employee laid off with 24 days or less of accumulated sick leave shall be credited with those hours upon re-employment within two years.

**Section 6.25 Extended Sick Leave without Pay**

Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At the time of the request, the regular employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to (30) days. Only the Board may approve a request for sick leave without pay for over 30 days. This section only applies to extended sick leave without pay that is not part of or subject to FMLA and/or CFRA leave.

**Section 6.26 Converting Accumulated Vacation & Sick Leave Hours**

In the event of a promotion/demotion or reorganization where an employee becomes a regular full-time non-shift employee after being a shift employee or vice versa, the following applicable formula shall be used to convert the employee's accrued vacation and sick leave, effective on the hire date in the new position:  $\text{Non-Shift Hours} = \text{Shift Hours} \div 1.4$  OR  $\text{Shift Hours} = \text{Non-Shift Hours} \times 1.4$  [Added by Ord. 90-4]

**Section 6.27 Flexible Benefit Plan**

The District has adopted a Flexible Benefit Plan under Section 125 of the Internal Revenue Code of 1986. The details of this Plan which allow specific benefits to employees are hereby included by this reference.

**Section 6.28 Deferred Compensation Plans**

Multiple deferred compensation plans have been adopted by the District. The plan selected must be documented and put in the employee's personnel file.

**Section 6.29 Employee Longevity Recognition Program**

Full time and continuous employment for all District employees shall be the governing date for determining years of service for the following cash awards.

Years of Service	Cash Award
5	\$50
10	\$150
15	\$250
20	\$250 + Dinner (not to exceed \$100)
Each 5-year period over 20 years of service	\$250

Payment will be made in the first pay period following the date on which employee reaches one of the above milestones. Payment will be made by separate check with no deductions for state or federal taxes.

Full time and continuous employment for all Fire Department personnel shall be the governing date for determining years of service for the following awards to be presented as a Gift Card.  
[amended by Res, 2021-25]

<b>Years of Service</b>	<b>Gift Card Award</b>
5	\$100
10	\$200
15	\$300
20	\$400
25	\$500
30	\$600



## DIVISION VIII TEMPORARY ASSIGNMENTS

### Section 8.01 Assignment to Temporary Work

The Manager may temporarily assign an employee to perform work normally performed by an employee at a different level or salary.

### Section 8.02 Temporary Salary

- A. An employee temporarily assigned to perform work of a lower-paid employee shall not have his/her salary reduced.
- B. Administrative and Operations Department employee temporarily assigned to perform work of a higher-paid employee shall not have his/her salary increased. (Revised by Ord 2009-06)
- C. Employees assigned by the Fire Chief to temporarily act in the capacity of a higher rank shall receive added compensation for shifts worked in the higher rank subject to the following:
  - 1. Upon completion of one 24-hour shift and thereafter for full 24-hour shifts only.
  - 2. Compensation shall be a minimum of ten percent (10%) over the employee's current rate of pay and shall be based on the salary steps of the higher rank.
  - 3. Additional compensation shall be paid in situations such as resignation, dismissal, disciplinary action, leave of absence, extended sick leave or work related injury.
  - 4. Overtime hours worked at a higher rank will be paid at the higher rank rate if such hours are consecutive with other hours worked at the higher rank so that the combined total hours make up a minimum of 48 hours. If there is a break between when the overtime coverage occurs and when the higher rank shift occurs, then those overtime hours will not be paid at the higher rank rate.
  - 5. This compensation will not apply to training, continuing education classes, or call back. (Revised by Ord 2009-06)

### Section 8.03 Distribution of Temporary Assignments

The Manager shall consider the following when distributing temporary assignments equitably among qualified employees:

- A. An employee's relative experience and capability to perform the work required; and
- B. Relative disruptive effect of the assignment on the District's and employee's work schedule.

## DIVISION II DEFINITIONS

### **Section 2.01 9/80 Schedule**

A compressed work schedule which consists of eight 9-hour days, one 8-hour day, and one day off in a two-week period.

### **Section 2.04~~Section 2.02~~ Administrative and Operations Department Employees**

Those employees working in the Administrative and Operations Departments of the District.

### **Section 2.02~~Section 2.03~~ Applicability**

The words and phrases appearing in this Chapter shall have the following meanings, unless it shall be apparent from the context that they have a different meaning.

### **Section 2.03~~Section 2.04~~ Anniversary Date**

The date on which an employee is classified as a regular employee.

### **Section 2.04~~Section 2.05~~ Appointment**

The acceptance by a person of an authorized position with the District after an offer of employment has been made.

### **Section 2.05~~Section 2.06~~ Authorized Position**

A specific work position with a job classification which is or may be held by an employee.

### **Section 2.06~~Section 2.07~~ Board**

Board of Directors of the Olympic Valley Public Service District.

### **Section 2.07~~Section 2.08~~ Classification**

A recognized level of employment in the District designed to embrace positions having duties and responsibilities sufficiently similar so that the same requirements as to education, experience, knowledge and ability may be demanded of incumbents and so that the same schedule of compensation may be made to apply with equity.

### **Section 2.08~~Section 2.09~~ Compensation**

The salary, wage, allowances, and all other forms of valuable consideration earned by or paid to an employee by reason of service in any position, but not including any allowances authorized and incurred as necessary expenses.

### **Section 2.09~~Section 2.10~~ Confidential Employee**

An employee who is privy to decisions of management affecting employee relations.

### **Section 2.10~~Section 2.11~~ Consultation or Confer**

Verbal or written communications for the purpose of presenting and obtaining views or advising of intended actions.

**~~Section 2.11~~Section 2.12** **Continuous Employment**

District employment which is uninterrupted except by authorized absences.

**~~Section 2.12~~Section 2.13** **Demotion**

A change in classification to a lower salary or salary range.

**~~Section 2.13~~Section 2.14** **Department**

A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.

**~~Section 2.14~~Section 2.15** **Disciplinary Action**

Disciplinary action includes, but is not limited to, reprimand, demotion, suspension without pay, reduction in pay, or dismissal.

**~~Section 2.15~~Section 2.16** **Dismissal**

Involuntary termination of employment with the District.

**~~Section 2.16~~Section 2.17** **District**

Olympic Valley Public Service District.

**~~Section 2.17~~Section 2.18** **Employee**

A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.

**~~Section 2.18~~Section 2.19** **Employee Organization**

Any lawful organization which includes employees of the District and which has as one of its primary purposes representing such employees in their employment relations with the District. (amended by Ord 90-04.)

**~~Section 2.19~~Section 2.20** **Employee Relations**

The employer-employee relationship between the District and its employees and their employee organizations.

**~~Section 2.20~~Section 2.21** **Exempt/Nonexempt Employee**

Employees under the Fair Labor Standards Act definition for executive, administrative, or professional job classifications shall be designated exempt employees. Exempt employees normally work no less than 40 hours per week and receive a salary representative of payment in full for services rendered inclusive of required or voluntary extra hours worked.

All other employees shall be designated nonexempt employees and will be compensated for actual hours worked and will be eligible for overtime pay in compliance with applicable law and exemptions thereto.

**~~Section 2.21~~Section 2.22** **Fire Chief**

Olympic Valley Fire Department Chief.

**~~Section 2.22~~Section 2.23** **Fire Department Employees**

Those employees working in the Fire Department.

**~~Section 2.23~~Section 2.24** **Full Time Employee**

An employee of the District who regularly works at least 40 hours per work week.

**~~Section 2.24~~Section 2.25** **General Manager**

General Manager of the District or other person designated by the Board or the Manager to perform the services or make the determination permitted or required under this Chapter by the District General Manager.

**~~Section 2.25~~Section 2.26** **Good Standing**

Any currently employed full or part-time employee not subject to disciplinary or dismissal action by the District and has given the required two week notice of resignation.

**~~Section 2.26~~Section 2.27** **Grievance**

Any good faith or reasonable complaint of one or more employees, or a dispute between the District and one or more employees involving the interpretation, application or enforcement of the Personnel Policy & Procedures.

**~~Section 2.27~~Section 2.28** **Hire Date**

The date an employee first starts work for the District.

**~~Section 2.28~~Section 2.29** **Immediate Family**

An employee's father, mother, spouse, child, step-child, brother, sister, grandparent, grandchild, parents-in-law, brother-in-law, sister-in-law, or any other person who is an employee's legal dependent.

**~~Section 2.29~~Section 2.30** **Leave of Absence**

When authorized, an absence from duty for a specified period with the employee having the right to return to his/her position at the end of the period.

**~~Section 2.30~~Section 2.31** **Management Employee**

An employee having responsibility for formulating, administering or managing the implementation of District policies or programs.

**~~Section 2.31~~Section 2.32** **Meet and Confer in Good Faith**

A public agency, or such representatives as it may designate, and representatives of recognized employee organizations, shall have the mutual obligation personally to meet and confer in order to exchange freely information, opinions, and proposals, and to endeavor to reach agreement on matters within the scope of representation.

**~~Section 2.32~~Section 2.33** **Orientation Period**

The period of employment in each authorized position during which an employee may be discharged without prior notice and without cause.

~~Section 2.33~~**Section 2.34 Overtime**

That period of authorized work performed by an employee in excess of such employee's normal work schedule ~~(40 hours per week or eight (8) hours per day for Administrative and Operations Department employees and 48 hours per shift for Fire Department shift employees)~~ as defined by applicable law and exemption thereto;

- A. 40 hours per work week or eight (8) hours per day for employees scheduled to work five (5) days per week, eight (8) hours per day;
- B. 40 hours per work week or nine (9) hours per day for employees working on a 9/80 schedule; and
- C. 48 hours per shift for Fire Department shift employees.

~~Section 2.34~~**Section 2.35 Part-Time Employee**

An employee of the District who regularly works less than 40 hours per work week.

~~Section 2.35~~**Section 2.36 Performance Evaluation**

A review and evaluation of an employee's performance and capabilities in his/her authorized position by his/her immediate supervisor.

~~Section 2.36~~**Section 2.37 Personnel Policies & Procedures**

This group of policies, rules and procedures concerning District employment.

~~Section 2.37~~**Section 2.38 Professional Employee**

An employee engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, physicians, registered nurses, engineers, architects, teachers, and various types of physical, chemical and biological scientists.

~~Section 2.38~~**Section 2.39 Promotion**

Advancement to a position of higher rank or grade which may involve an increase in pay. Such advancement may be the result of a reclassification and involve no substantial change in duties and qualifications.

~~Section 2.39~~**Section 2.40 Recognized Employee Organization**

An employee organization which has been formally acknowledged by the Board of Directors as an employee organization that represents employees of the District.

~~Section 2.40~~**Section 2.41 Reduction in Pay**

A temporary or permanent decrease in salary.

~~Section 2.41~~**Section 2.42 Regular Employee**

A full or part-time employee who has been retained in an authorized position that is not temporary in nature.



**~~Section 2.42~~Section 2.43** **Salary Range**

Categories which determine the minimum and maximum salary payable for each job classification.

**~~Section 2.43~~Section 2.44** **Salary Step**

A level of salary payable in each salary range.

**~~Section 2.44~~Section 2.45** **Shift Employees**

A full time employee required to work other than normal office hours.

**~~Section 2.45~~Section 2.46** **Sick Leave**

Absence from duty by an employee due to 1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his/her duty; or, 2) the employee's attendance with a member of the employee's immediate family because of illness, injury, death (over that allowed for family leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

**~~Section 2.46~~Section 2.47** **Supervisor**

A person who has day-to-day direction of and responsibility over the work of specific employee(s).

**~~Section 2.47~~Section 2.48** **Supervisory Employee**

Any individual having authority to exercise independent judgment in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

**~~Section 2.48~~Section 2.49** **Suspension**

A forced temporary separation from employment.

**~~Section 2.49~~Section 2.50** **Termination**

The conclusion or cessation of employment with the District.

**~~Section 2.50~~Section 2.51** **Temporary Employee**

An employee hired for a specific purpose for a limited period of time.

**~~Section 2.51~~Section 2.52** **Trainee Employee**

An employee who has not yet completed the training period.

**~~Section 2.52~~Section 2.53** **Vacancy**

An unfilled authorized position in District employment.

**~~Section 2.54~~Section 2.54** **Work Week**

A period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day as established by the District.

A. For employees scheduled to work five (5) days per week, eight (8) hours per day, the work week shall begin on Saturday at 12:00 a.m. and end on Friday at 11:59 p.m.

- B. For employees working on a 9/80 schedule, the work week shall begin on Friday at 12:00 p.m. and end on Friday at 11:59 a.m.
- C. For Fire Department shift employees, the work week shall begin on Saturday at 8:00 a.m. and end on Saturday at 7:59 a.m.

## **DIVISION IV EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION**

### **Section 4.01 Personnel Organization**

The District is organized into several departments. Each department includes one or more job classifications as shown on the Organization Chart, included as Exhibit I. Each classification has one or more authorized positions, as shown on the tables attached as Exhibit II.

### **Section 4.02 Salary Range Scale**

The Board will adopt certain salary range scales for authorized positions from time to time by Resolution. These range scales shall continue in effect until and unless changed by the Board.

### **Section 4.03 Orientation Period**

- A. Except as otherwise provided herein, every new District employee or promoted employee shall be a trainee employee for a period of not less than six (6) months for Administrative and Operations employees, and one year for all Fire employees unless the General Manager establishes a longer period because the duration of the required training is such that it is not possible to adequately evaluate performance within the applicable orientation period. No extension of the orientation period shall be valid without the prior written approval of the Board. Upon approval of the Board, any extension of the orientation period shall not affect the trainee status of the employee as defined in Section 4.03 B. and C. below.
- B. The orientation period is required as part of the testing process and shall be utilized for observing closely the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for terminating any employee whose performance does not meet the required standards of work.
- C. During the orientation period, an employee may be terminated at any time without cause or prior notice. A training employee does not have the rights described under "Disciplinary Action and Dismissal." (See Division VII)

### **Section 4.04 Annual Salary Review**

- A. Each year the General Manager will review the salary ranges paid by the District and make recommendations for changes thereof subject to any requirements of the Meyers-Millias-Brown Act (Government Code §3500 et seq.). This review will be completed at the regular May Board Meeting each year so that the review can be included in the annual budget.
- B. The review will study the following area:
  - 1. Review of job descriptions, classifications, actual salaries and the number of authorized positions within the District.
  - 2. Comparison of salaries paid by other employers, public or private, in this region to employees performing work similar to that performed by District employees; and,
  - 3. Review of the effects of inflation, changes in cost of living, and consumer price index, etc, especially as such are applicable in the local community.

### **Section 4.05 Salary Organization**

Each authorized position is in one salary range. The salary range includes salary steps.

#### **Section 4.06 Job Classifications**

Job classifications and job descriptions shall be prepared for each authorized position allocated and approved by the General Manager. Revisions may be made from time to time in order to remain current with work assignments.

#### **Section 4.07 Position Reclassification**

Reclassification of positions may occur upon recommendation of the Manager and approval of the Board. A reclassification may or may not include a pay rate increase.

#### **Section 4.08 Performance Evaluations**

- A. Each employee's supervisor will prepare, in writing, a performance evaluation for each employee.
- B. Performance evaluations will be prepared in the following instances:
  - 1. When an employee has worked an initial six-month period in his/her new job classification (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job positions);
  - 2. For Fire Department employees only, upon completion of the one-year orientation period;
  - 3. Upon completion of the employee's first 18 months of regular service and annually thereafter on this anniversary date;
  - 4. When an employee may be promoted, demoted, transferred or terminated;
  - 5. Whenever the employee's supervisor believes there has been a major change in the employee's performance; and,
  - 6. Whenever requested by the General Manager.
- C. All performance evaluations become a permanent part of the employee's records. Within the District, only the employee involved, the employee's supervisor, the General Manager and Board members and the human resources personnel responsible for filing the evaluations may have access to an employee's performance evaluations.

Persons or entities outside of the District may access an employee's performance evaluations only when the employee has signed a release authorizing such access.

- D. Upon completion of the performance evaluation, a meeting shall be held between the employee and the Supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential. The substance of the meeting, if different from that already recorded on the performance evaluation, shall be recorded and made a part of the employee's records.

#### **Section 4.09 Insurance**

- A. Group health, dental, vision, and life insurance is available to all employees working a minimum of 20 hours per week, excluding temporary employees. Employees eligible for insurance coverage may also enroll their eligible dependents in the medical, dental, and vision insurance plans. An employee becomes eligible for coverage upon completing the specified waiting period established for each insurance contract. [amended by Res, 2021-25]

- B. Accidental death and dismemberment (AD&D) insurance is available to all employees and their eligible dependents. The District has established a base benefit amount of coverage for the employee, for which it will pay the premium. The employee may elect to purchase increased coverage for him/herself over the base benefit at his/her own expense. The employee may also elect to purchase coverage for his/her eligible dependents at his/her own expense. Premiums due from the employee for increased coverage elections will be paid by payroll deduction.
- C. The District will contribute the premium costs it pays for the coverage mentioned in A and B above to its Flexible Benefit Plan as Cafeteria Plan Benefit Dollars. Cafeteria Plan Benefit Dollars will be adjusted to reflect changes in the premium costs due to changes in family status and fluctuations in insurance plan rates.
- D. Full time Fire, Operations and Administrative Department employees working a minimum of 20 hours per week, excluding temporary employees, shall automatically be enrolled in the District's short-term/long-term disability insurance plan. An employee becomes eligible for this coverage on the first day of the month following completion of 30 days of continuous service with the District. The District will pay the entire premium cost for this plan. However, this plan and the amount of premiums paid for it will not be included as part of the District's Flexible Benefit Plan. [amended by Res, 2021-25]

#### **Section 4.10 Workers' Compensation Insurance**

Workers' Compensation Insurance is provided for all employees.

In addition to requirements of this Section, Fire Department employees are also subject to section 4850 of the Labor Code.

Any period of time during which an employee is absent without pay due to an injury or disease compensable under Workers' Compensation Insurance will not be considered a break in continuous service for purposes of eligibility for salary increases, sick leave, vacation and length of service benefits.

Upon returning to work an employee who has been ill or injured receives full credit for the vacation and sick leave that accumulates during the time the employee was absent without pay and received benefits under Workers' Compensation Insurance. These credits accumulate on the same basis as if the employee had been regularly employed. If such employee terminates employment without returning to work, no credits for the period of absence without pay are granted.

An employee who is absent from work because of a work-connected injury or illness that is compensable under Workers' Compensation Insurance shall be eligible to use accumulated leave time and supplemental disability leave as follows: [amended by Res, 2021-25]

- A. Accumulated leave time shall be used on a supplemental basis to provide payments in an amount equal to the difference between payments under Workers' Compensation Insurance and the employee's basic salary rate.
- B. After accumulated leave and comp time have been exhausted, supplemental disability leave payments may be made by the District in an amount equal to the difference between the payments under Workers' Compensation Insurance and 80% of the employee's basic salary



rate. The duration of supplemental disability leave payments for any one injury or illness shall not exceed twenty-six (26) weeks.

- C. Supplemental disability leave shall be granted only for periods for which the employee receives temporary disability payments under Workers' Compensation Insurance except that an employee who does not have sufficient sick leave credit may be paid disability leave for the first three working days following an accident or illness that is compensable under Workman's Compensation Insurance.

#### **Section 4.11 Unemployment Insurance**

Unemployment insurance is provided in accordance with current state and federal laws.

#### **Section 4.12 Retirement Program**

District employees are required to participate in both the Social Security Administration program and the Public Employees Retirement System (PERS). An employee is eligible for PERS participation immediately upon employment according to the following criteria:

- The employee is already a PERS member
- The employee's position is full-time for six (6) months or more
- The employee's position is part-time for one (1) year or longer averaging 20 or more hours per week
- The employee works more than 1,000 hours within a fiscal year

The District contributes a percentage of the employee's gross regular wages, including any special compensation as defined by California Public Employees' Retirement Law, into the PERS fund. This contribution is generally referred to as the Employer Contribution. Additionally, the required employee's percentage contribution is also paid by the District into the PERS fund on his or her behalf.

The District provides the following retirement plans through the California Public Employees System:

##### Administrative and Operations Staff:

- A. For employees who began their original tenure with the District prior to January 1, 2011, the District's pension plan is 2.7% @ 55, Single Highest Year, with both employer and employee contributions being paid 100% by the District.
- B. For employees who begin their original tenure with the District after approval by PERS and the District of a second tier, the District's pension plan is PERS 2% @ 55, Three Years Annual Average Compensation Program, with both employer and employee contributions being paid 100% by the District (added by Ord 2011-01)

##### Fire Department Staff:

- A. Employee's entire current contribution to the 3% @ 50 Modified Formula plan shall be paid by the District.
- B. District agrees to pay and report the value of the Employer Paid Member Contribution for the PERS Safety Employees. (added by Ord 2011-01)

#### **Section 4.13 Certification**

Licenses and/or other certification required by federal, state and/or local government law in the treatment, transmission, and maintenance of water and wastewater operations or Fire Department

operations, will be required as determined by the Manager pursuant to the prerequisites of each job classification.

**Section 4.14 Compensation Schedule and Plan**

With the exception of the General Manager, all District employees shall receive the compensation provided in the basic Salary Range Scale adopted from time to time by resolution of the Board, with exception of educational incentives.

A. Fire Department Longevity Pay Program [amended by Res, 2021-25]

For employees hired prior to January 1, 2018, the District creates and hereby agrees to provide a Longevity Program as outlined herein:

Salary Increase Above Salary Schedule Step	Upon Completion of Employment Term of
3%	7 Years
4%	8 Years
5%	9 Years
10%	14 Years
15%	19 Years
Capped at 15%	

For employees hired on or after January 1, 2018, the District creates and hereby agrees to provide a Longevity Program as outlined herein:

Salary Increase Above Salary Schedule Step	Upon Completion of Employment Term of
3%	5 Years
5%	10 Years
10%	15 Years
15%	20 Years
Capped at 15%	

The longevity program percentage increase will take effect upon an employee completing the number of years of service which is calculated from the employee’s full-time date of hire.

The longevity program percentage increases will be calculated from the salary schedule step of the employee at the time the longevity increase is to take effect. Subsequent longevity program increases will not be cumulative in nature, but always defer to the salary schedule step.

**Section 4.15 Salary Plan Administration**

- A. There are five steps in the pay ranges of the District salary plan. ~~An orientation step~~Step one (1) shall normally be the lowest step for each authorized position.
- B. Except as otherwise provided for in the Personnel Policies & Procedures, candidates shall be employed at the orientation step of the salary range for the particular classification of position to which the appointment is made. Advancement within a salary range shall not be automatic, but shall be based on merit and shall be given only upon affirmative recommendation of the employee's supervisor and approval of the Manager. As a general rule, upon progress and productivity, an employee may be considered for increase in salary according to the following schedule:

1. ~~Orientation steps~~Step one (1) shall be paid upon initial appointment to District service for a period of six (6) months, except when another step is indicated as the beginning pay step. ~~The satisfactory completion of six months service usually constitutes the end of an employee's orientation period.~~ This review date constitutes the beginning of the annual review process and determines the employee's anniversary date. The employee will be reviewed hereinafter upon completion of twelve (12) months of satisfactory employment unless certain conditions as outlined under "Performance Evaluations" prevail.
  2. After satisfactory completion of six (6) months service in ~~the orientation step, one (1).~~ employees may be considered for a merit increase to the next step. Employees appointed at other than ~~the orientation step one (1)~~ may be considered for increase to the next higher step upon the satisfactory completion of twelve (12) month's service.
  3. After satisfactory completion of twelve (12) months in Step 2, employees may be considered for increase to Step 3.
  4. After satisfactory completion of twelve (12) months in Step 3 employees may be considered for increase to Step 4.
  5. After satisfactory completion of twelve (12) months in Step 4 employees may be considered for increase to Step 5.
- C.
1. Part-time, non-shift employees may be eligible for merit increases when, for each step, they have worked the equivalent number of hours required of a full-time employee in a comparable position.
  2. Part-time fire fighters may be eligible for merit increases after satisfactory completion of six (6) months of service, or at the discretion of the Fire Chief and approval by the General Manager.
- D. A merit step increase constitutes up to an approximate five percent (5%) increase over a prior step or five percent (5%) over current wage if the employee is receiving educational incentives.

#### **Section 4.16 When Advancement/Reduction in Salary Effective**

Advancement or reduction in salary rate of an employee from one step to another step shall become effective on the first day of the pay period. In the case of a step advancement, the salary advancement will be effective on the first day of the pay period following the employee's completion of an orientation period or a year of continuous service in the prior step.

#### **Section 4.17 Basis of Payment**

##### A. Operations Department:

1. Exempt employees are paid according to the following formula: Monthly compensation x 12 ÷ 26 = biweekly gross pay.

2. Nonexempt employees are paid according to the following formula: Monthly compensation: ~~173.33~~ x ~~number of hours worked~~  $12 \div 26 = \text{biweekly gross pay}$  (adjusted for overtime worked or uncompensated lost time) ~~= gross pay.~~
3. Part-Time employees are paid according to the following formula: Hours worked x hourly rate of pay = biweekly gross pay (adjusted for overtime worked or uncompensated lost time ~~= gross pay.~~).

B. Fire Department:

1. Shift employees are paid on the basis of each 48-hour shift worked (60.67 shifts per year). The number of shifts per year divided by 26 pay periods per year equals 2.33 scheduled shifts per pay period. Monthly and annual rates shall be converted to hourly rates on the basis of 2,912 scheduled work hours per year for shift employees.
2. Non-shift employees are paid according to the same basis of payment shown above for the Operations Department.

#### Section 4.18 Payroll Periods

Pay periods are on a biweekly basis.

- A. For all employees working normal office hours, the workweek shall begin on Saturday at 12:~~04~~00 a.m. and end on Friday at ~~12:00 midnight. Paychecks are received every other Friday for the two workweeks prior (one week after the close of the pay period).~~ 11:59 p.m.
- B. ~~The~~ For all employees working a 9/80 schedule, the work week shall begin on Friday at 12:00 p.m. and end on Friday at 11:59 a.m.
- C. For Fire Department shift employees, the work week shall begin on Saturday at 8:~~04~~00 a.m. and end on the following Saturday at ~~8:00~~7:59 a.m.
- D. Paychecks are received every other Friday for the two workweeks prior (six days on Friday after the close of the pay period).
- ~~E.~~ Paychecks will be given to the employee only unless written instructions are received from the employee to do otherwise. [Added by Ord. 90-4] In addition, electronic deposit of paychecks is available for employees.

#### Section 4.19 Applicable Pay Rates Following Promotion

- A. In the event of a promotion of an employee to a position in a classification with a higher pay range, such employee shall be entitled to receive the rate of compensation in the entrance step of the classification to which he/she has been promoted. If the employee is found to possess extraordinary qualifications for the new position, the Manager may request authority from the Board to enter the employee at the second step of the new range.
- B. In cases where the pay range overlaps, promotion shall be effected to the next higher salary in the range of the new classification, which will provide for an increase of not less than five (5%) percent, or as required by a Memorandum of Understanding with the currently recognized labor organization.

- C. For purposes of eligibility for future step increases, a new anniversary date shall be established as of the effective date of the promotion or at the end of the new position's orientation period.

#### **Section 4.20 Rejection During Promotion Orientation Period**

- A. At any time during the orientation period following promotion, an employee may be rejected. Notification of rejection shall be made in writing stating the reason.
- B. An employee rejected during the orientation period shall be reinstated to the position or status previously held at the same pay step and with the same anniversary date held prior to such new orientation period. If such anniversary date overlaps the orientation period in the higher classification, such rejected employee shall be entitled to apply for the higher pay step in his/her former position.

#### **Section 4.21 Voluntary Demotion**

An employee wishing to change to a classification of employment with less responsibility and a lower pay range must make such a request in writing to the General Manager. Because a change in status by any employee may affect the operational capability of the District, a request for a change in status or voluntary demotion will be granted only when the ability of the District or any Department thereof to provide service will be undiminished by the requested change in status. [Added by Ord. 05-04]

#### **Section 4.22 Applicable Pay Rates Following Demotion**

In the case of the demotion of an employee to a classification with a lower pay range, such employee shall be entitled to retain the pay step in the lower range corresponding to the step which he was receiving in the higher classification before such demotion; in such case the employee shall retain his original anniversary date. If the employee's rate of pay prior to demotion was higher than the maximum of the lower pay range, then the salary will be reduced to correspond to the maximum of the lower pay range.

#### **Section 4.23 Moonlighting**

No employee shall be permitted to accept employment outside of District service if:

- A. The outside employment leads to a condition resulting in grounds for discipline.
- B. The nature of the work is such that it will reflect unfavorably on the employee or the District.
- C. The additional duties to be performed are in conflict with duties required by the District.

#### **Section 4.24 Holding More Than One District Position**

If temporary help is needed by either the Fire Department or Administrative and Operations Department, employees qualified to do the work required may be hired as "temporary help" by the other department. Transfers from one department to another on a temporary basis must be approved by both the General Manager and Chief.

Employees hired on a temporary basis while off duty from their regular assignment will ~~not~~ be entitled to overtime pay ~~unless as provided for in the employee works more than eight (8) hours in one (1) day or 40 hours definition of "Overtime" in one week or for Fire Department shift employees more than 48 continuous hours~~ the "Definitions" Division of this manual.



## DIVISION VI EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

### Section 6.01 Office Hours

A. Normal office hours for Full Time Employees are from ~~8:00~~7:30 a.m. to ~~5~~4:00 p.m., Monday through Friday. Each day, an employee is allowed a ~~one-hour~~30-minute unpaid meal period and two paid 15-minute rest periods, one each in the morning and afternoon. If not taken, such rest period is waived. To accommodate emergency and/or special work assignments, working hours of all personnel may be adjusted as required and approved by the General Manager.

1. An alternative work schedule will be available on a voluntary basis to employees in the Administration Department with the approval of the General Manager. Employees working an alternative work schedule must work between the hours of 8:00 a.m. and 4:00 p.m. and must take a 30-minute unpaid meal period and may take up to a one-hour unpaid meal period. Employees must have completed their orientation period in order to work an alternative work schedule.

2. A 9/80 alternative work schedule is defined in the "Definitions" Division of this manual. To comply with the Fair Labor Standards Act (FLSA), the "work week" for employees working a 9/80 schedule shall be as defined in the "Definitions" Division of this manual. The eight-hour workday shall be on first Friday of the pay period and the scheduled day off shall be on the second Friday of the pay period and neither are subject to change unless approved by the General Manager. For employees in the Operations Department, a 9/80 schedule is only available from the first full pay period in March through the last full pay period in October.

3. Working an alternative work schedule is a privilege and can be revoked at any time at the discretion of the General Manager. An alternative work schedule policy agreement shall be completed and approved in advance.

B. Hours for 48-hour Shift Employees generally begin at 8:00 a.m. Working hours may be adjusted as required by the General Manager or the Chief. Each employee shall be entitled to take one 15-minute rest period for each four (4) hours of work performed in a work day. If not taken, such rest period is waived.

### Section 6.02 Overtime

The general policy of the District will be to discourage the use of overtime. In those instances where it is essential to cover emergencies or to the continued operation of the District, overtime may be authorized by the General Manager, or an employee's supervisor.

A. Administrative and Operations Department Employees:

1. Nonexempt employees required to work overtime as defined in the "Definitions" Division of this manual are compensated at time and one-half (1-1/2) their regular hourly rate of pay for all overtime hours worked ~~in excess of eight (8) hours per day, or forty (40) hours per week.~~

2. Nonexempt employees required to work overtime are compensated at double their regular hourly rate of pay for all hours worked in excess of twelve (12) hours per day.
3. ~~Holiday hours worked by~~Nonexempt employees required to work on an approved Holiday, excluding temporary employees, shall be paid at one and one-half (1 ½) times their hourly rate of pay for each and every hour worked.
4. The General Manager is authorized to grant employees compensatory time off in lieu of overtime hours worked. The provisions of a Comp Time Policy for Administrative and Operations staff are hereby recognized by reference.

B. Fire Employees:

1. Unauthorized overtime is discouraged, but it is recognized that firefighters on duty must respond to emergency situations possibly involving overtime as needed.
2. A change in a shift employee's work schedule shall be deemed overtime unless the Chief shall provide the employee concerned with at least seven (7) calendar days' advance written notice of the change in work schedule. A change in work schedule shall be in effect for not less than fourteen (14) calendar days unless the employee consents, in writing, to a lesser period.

Failure to give such notice shall entitle the employee to overtime pay during the hours worked over and above the hours which were included in the employee's work schedule (for example a change from 8:00 a.m. to 5:00 p.m. to 1:00 p.m. to 9:00 p.m. without seven (7) days' advance notice shall entitle the employee to overtime during the period from 5:00 p.m. to 9:00 p.m.)

3. Overtime shall be compensated for in pay at time and one-half (1-1/2) employee's regular rate of pay.
4. Compensatory time off for overtime hours worked will not be granted.
5. When a shift employee, after completing his normal work shift and leaving his work station, responds to an authorized order to return to duty to perform emergency or non-scheduled services, he shall be entitled to overtime. The minimum overtime to which he is entitled shall be two (2) hours at time and one-half. Commuting time shall be counted as time worked in the case of Call-Back Duty.
6. The job classification of Fire Chief shall not be eligible for overtime unless covering a shift that would otherwise be covered by a different employee.

**Section 6.03 Administrative Leave Policy**

The Administrative Leave Policy is provided for exempt employees in order to meet their needs for personal time off.

- A. ~~1.~~ Hours worked in excess of forty (40) hours in one work week may be banked in the Administrative Leave account and used, with the General Manager's approval, for personal time off.

- B. ~~2.~~ Paid days off for vacation, sick leave, ~~holiday~~, or other approved and paid

time away from work, excluding holidays, does not count toward time worked. Only hours worked in excess of forty (40) hours per week can be banked in the Administrative Leave account.

- C. ~~3.~~ Administrative Leave time may be banked for use in the future with a forty (40) hour maximum allowed to be carried forward from year to year. Time is banked on the basis of one hour for every hour over forty (40) hours worked in a one-week period.
- D. ~~4.~~ Any time banked and not taken will be lost upon leaving District employment.

#### **Section 6.04 Weekend Patrol/On-Call Duty Service**

- A. In order to maintain a high standard of emergency service to the community, Operations Department personnel are required to be available for duty during off hour periods. This duty is assigned for one week periods on a rotating basis. [Amended by Ord. 90-4]
- B. Weekend Patrol duty requires the employee so assigned on weekend and holidays to check the District plant for any unusual conditions and to conduct specific assigned tasks. On-Call duty requires the employee so assigned to be ready to respond immediately to emergency service calls; to be able to be reached by telephone or message receiver; to remain within a sixty (60) minute normal travel time response distance of the District; and to refrain from activities which might impair the employee's ability to perform their assigned duties during the on-call period. [Added by Ord. 90-4; revised by Ord. 2008-03]
- C. An employee required to be on-call duty shall be compensated at a flat rate per weekday duty (Monday-Friday) and a flat rate for weekend duty (Saturday, Sunday and Holidays) according to the current MOU. [revised 5.27.2014]
- D. An employee directed to respond to an emergency shall be compensated for the actual time required to respond, resolve and return from the call (two-hour minimum) or for one hour if the response is handled by utilizing the on-call laptop computer or phone. An employee directed to conduct weekend patrol (Saturday, Sunday and Holidays) shall be compensated for the actual time required to complete the assigned patrol duty (two-hour minimum) excluding commute time. [Added by Ord 90-4]
- E. An employee assigned to weekend patrol/on-call duty may be provided a District vehicle for response. The District vehicle is to be used solely for commuting to and from the District and for patrol or response to emergency service calls.
- F. If an employee wishes to use their personal vehicle for Weekend Patrol/On-Call Duty Service, they may do so. The District agrees to pay the current IRS mileage rate roundtrip for each trip the employee makes in their personal vehicle. It is the employee's responsibility to submit the claim form for mileage reimbursement and to provide proof of automobile insurance to the District.

#### **Section 6.05 Court Duty**

- A. This section shall not apply to any employee who is a named party in an action unrelated to the District and its activities.

- B. When an employee has jury duty or appears in court as a witness, the employee shall elect between one of the following:
1. The employee may turn in to the District all compensation (other than expense and mileage reimbursement) the employee receives from the court. In this instance, the employee will draw full salary during the period of court duty.
  2. The employee may have deducted from his/her salary the total time absent for court duty. The employee may then receive payment from either the court or the person on whose behalf the employee testified.
  3. In no event shall double pay to the employee result from court duty. The District will not compensate the employee for mileage or meal expenses, unless the employee is testifying on a District related matter and is eligible for such compensation reimbursement.
  4. The employee shall not use a District vehicle for transportation to such duty without prior approval of the General Manager.

#### **Section 6.06 Voting Privileges**

In accordance with state law, necessary time off with pay may be allowed by General Manager for voting. Such time off is not charged against vacation or sick leave.

#### **Section 6.07 Blood Donations**

Employees who volunteer as blood donors, without compensation, to a local blood bank may be excused by their Supervisor for the period of time necessary to accomplish this purpose. Such time off is not charged against accumulated leave time.

#### **Section 6.08 Public Emergency**

An employee may be granted time off with pay during a public emergency which effectively prevents the attendance at work or the continuance of work in a normal and orderly manner. A public emergency includes a natural disaster such as fire, flood, severe snow storm, or earthquake; or a manmade disorder such as a demonstration, riot, or act of sabotage. Authorization for time off with pay for such emergencies will be made by the Board, General Manager or their designated representative.

#### **Section 6.09 Search and Rescue, Volunteer Firefighting, or Disaster Control**

An employee who performs search and rescue or is a volunteer firefighter or performs disaster control work as a member of an organized civil unit may be granted time off for such service when approved by the General Manager or his designated representative.

#### **Section 6.10 Funeral Leave**

- A. A regular Administrative and Operations Department employee may take up to five (5) days off and a regular Fire Department employee may take up to seventy-two (72) hours-off, with approval from the General Manager, with pay to attend funerals of members of the employee's immediate family as defined in Division II. This time off is charged as vacation, sick leave, or comp time.

### **Section 6.11 Family Leave**

- A. The Family and Medical Leave Act (FMLA) is hereby recognized and included by reference. The FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave each year for specified family and medical reasons, among other entitlements.
- B. The California Family Rights Act (CFRA) is hereby recognized and included by reference. The CFRA also entitles eligible employees to take up to twelve (12) weeks of unpaid job-protected leave each year for the birth of a child for purposes of bonding, for placement of a child in the employee's family for adoption or foster care, for the serious health condition of the employee's child, parent or spouse, and for the employee's own serious health condition.
- C. The District is registered under the California Unemployment Insurance Code. Therefore, all employees are required to contribute to State Disability Insurance (SDI) and Paid Family Leave (PFL) through a payroll deduction. This deduction is a percentage of the employee's gross wages as set by the State of California each calendar year. Both of these coverages entitle the employee to receive benefit payments while absent from work due either to the employee's non-work related sickness, injury, or pregnancy (SDI) or to care for a seriously ill family member or bond with a new child (PFL).
- D. Use of any of the above leaves is subject to the requirements of each applicable law. Whenever possible, use of FMLA and CFRA will be done concurrently.

### **Section 6.12 Authorized Leave of Absence**

- A. A regular employee may be allowed up to thirty (30) calendar days' leave of absence without pay for acceptable reasons upon the prior written approval of the General Manager.
- B. A leave of absence with pay may be granted by the General Manager up to five (5) working days to cover unusual circumstances.
- C. A leave of absence without pay over thirty (30) calendar days requires the prior approval of the Board.
- D. Military leave will be governed by the provisions of applicable sections of the California Military and Veterans Code.

### **Section 6.13 Unauthorized Leave of Absence**

- A. Any employee who is absent for three (3) working days without being on authorized sick leave, authorized vacation leave, authorized comp time leave, authorized family leave or authorized leave of absence shall automatically have resigned his/her employment with the District, unless otherwise determined by the General Manager. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- B. Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- C. An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his/her District employment.



**Section 6.14 Paid Holidays**

- A. Full-time employees working normal office hours shall be entitled to holidays with pay as shown on the Approved Holiday list attached as Exhibit III.

If one of the holidays falls on a Sunday, the following Monday is usually observed as a holiday. If one of the holidays falls on a Saturday, the previous Friday is usually observed. A declared holiday constitutes eight (8) working hours granted as time off with pay.

For employees working a 9/80 schedule, if a holiday falls on a 9-hour workday, the employee must use one hour of accrued vacation, comp, or admin leave. Should a holiday fall on a Friday on a regularly scheduled day off, the employee will take the preceding Thursday off. For Thanksgiving, if the employee has a regularly scheduled Friday off, the employee will take the preceding Wednesday off. For Christmas, if the employee has a regularly scheduled Friday off, the employee will take the day preceding the two-day holiday off.

- B. Fire Department Shift Employees: Compensation in lieu of time off for holidays, as described on the Approved Holiday list attached as Exhibit III shall be computed in accordance with the following schedule. [Amended by Ord. 90-4]

Holidays/Year	Hours/Pay Period	Hours/Year
10	4.31	112.06
11	4.74	123.24
12	5.17	134.42
13	5.60	145.60
14	6.03	156.78
15	6.46	167.96

This time shall be paid at the employee's regular rate of pay and shall be paid in equal installments over twenty-six (26) pay periods.

- C. Full time Administrative and Operations Department employees may use one existing Holiday as a Floating Holiday with forty-eight (48) hours notice to and approval of their Department Manager. [Added per Ord. 2009-06]

**Section 6.15 Paid Vacation for Full-Time Employees**

A regular employee is entitled to paid vacation. No vacation time shall be vested until an employee successfully completes the six (6) months of service period, however vacation time shall be accrued commencing with the first full month of employment.

- A. Administrative and Operations employees shall earn vacation up to the maximum allowable credit for each year of continuous employment as follows based on a forty (40) hour work week:

Years of Service	Vacation Credit Accrual Rate	Maximum Allowable Credit
Less than 10	10 hours/month	120 hours
10 but less than 15	12 hours/month	144 hours
15 but less than 20	14 hours/month	168 hours
20 or more	16.67 hours/month	200 hours (Ord 2011-01)

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. Vacations shall be scheduled at the convenience of the District and approved by the Department Manager and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time will be paid upon termination. Payment of 100% of accrued vacation time in excess of the annual maximum accrual will be made in the last pay period of the calendar year. [Ord. 90-04]

- B. A Fire Department shift employee shall earn vacation for each year of continuous employment as follows:

Years of Service	Vacation Credit Accrual Rate (Hours/Year)		Maximum Allowable Credit (Hours)	
	Shift Personnel	40 Hour/Week Personnel	Shift Personnel	40 Hour/Week Personnel
Less than 3	112.08	80	336	240
3 but less than 5	134.40	96	336	240
5 but less than 10	168.00	120	336	240
10 but less than 20	223.92	160	448	320
20 or more	280.08	200	448	320

Full time shift employees with less than ten (10) years continuous service may not accrue more than 336 hours as of ~~5:00 p.m. on the last day of the last full~~final pay period ~~in each of the~~ calendar year.

Full time shift employees with ten (10) or more years continuous service may not accrue more than 448 hours as of ~~5:00 p.m. on the last day of the last full~~final pay period ~~in each of the~~ calendar year.

Full time forty (40) hour Fire Department employees with less than ten (10) years continuous service may not accrue more than 240 hours as of ~~December 31, the final pay period of the~~calendar year. Full time forty (40) hour Fire Department employees with ten (10) or more years' continuous service may not accrue more than 320 hours as of ~~December 31, the final~~pay period of the calendar year.

Payment of 100% of accrued vacation time in excess of the annual maximum accrual will be made in the last pay period of the calendar year. This payment shall be in the form of a contribution to the employee's HRA account. [Amended by Ord. 90-4, Res, 2021-25]

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. In special cases, maximum accruals of vacation credit may be extended by approval of the Fire Chief and the General Manager. Vacation shall be scheduled at the convenience of the District and approved by the Fire Chief and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time earned up to the maximum allowed in the vacation account will be paid upon termination.

### **Section 6.16 Paid Vacation for Part-Time Employees**

A part-time regular employee will earn paid vacation in the same proportion as his/her monthly working hours bear to the normal monthly working hours of a full-time employee in a comparable position.

Vacation credit shall accrue at the normal rate during leave with pay. Vacation credit shall not be used prior to the time it is actually earned. Vacations shall be scheduled at the convenience of the District and approved by the Department Manager and the General Manager.

Vacation credit is charged on the basis of the number of working days or fractions of days taken off. Payment of 100% of accrued vacation time will be paid upon termination. Payment of 100% of accrued vacation time for a part-time regular employee will be made in the last pay period of the calendar year. Payment of 100% of accrued vacation time will be paid at the employee's part-time rate upon promotion to a full-time position.

Part-time regular employees who are subsequently promoted to a full-time position shall be given credit for the scheduled regular hours worked (excludes anything outside of normal "shift" i.e. overtime, call back) at part-time status for determining years of continuous employment for vacation accrual. This will be calculated using the following:

Total scheduled regular part-time hours worked ÷ annual hours worked by a full-time employee in a comparable position x 365 days = Days of Service

The number of Days of Service will then be used to adjust the employee's vacation accrual anniversary date backwards from the employee's full-time employment date.

### **Section 6.17 Scheduling of Vacation**

- A. Vacations may be scheduled at any time during the year at the convenience of the District, upon approval of the Department Manager and General Manager. A "Vacation Time Request" form shall be submitted and approved prior to taking vacation time.
- B. Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his/her current classification. However, seniority may be exercised only once in a year by each employee.
- C. Requests for vacation will be granted only where vacancies exist or staffing requirements permit and upon mutual agreement of the employee and the General Manager. The District will attempt to allow employees to take vacation when requested. However, the General Manager may deny vacation at a particular time if it would adversely affect District operations. Vacation must be authorized in advance by the employee's supervisor and by the General Manager.

### **Section 6.18 Maximum Accrual of Sick Leave**

- A. Each regular employee is entitled to sick leave with pay. No sick leave time shall be vested until an employee successfully completes six (6) months of service; however, sick leave shall be accrued commencing with the first full day of employment.

- B. Each regular full-time non-shift employee shall accrue sick leave with pay on the basis of eight (8) hours for each full calendar month of full-time service up to a maximum of 480 hours on the last pay period of the calendar year.
- C. Each regular part-time employee shall accrue sick leave with pay on the basis of the same proportion that his/her monthly working hours bear to the normal monthly working hours of a comparable full-time position.
- D. Each regular full time shift employee shall accrue sick leave on the basis of 24 hours/mo, or 11.08 hours per pay period, up to a maximum of 288 hours per year. A maximum accrual of 960 hours of sick leave will remain in the employee's account on the last pay period of the calendar year. [Amended by Ord. 90-4; revised by Ord. 2009-06]
- E. An employee absent without pay for more than five (5) working days in a month shall not earn sick leave for that month.
- F. Compensation for hours in excess of these maximums for all employees shall be in the same manner as Section 6.24. (per Fire MOU 2006-08, amended by Res, 2021-25)

**Section 6.19 Unused Sick Leave**

Unused sick leave may be accumulated from year to year up to the maximum accruals set out above. [Amended by Ord. 90-4]

**Section 6.20 Use of Sick Leave**

Sick leave may be taken as earned after six (6) months of service period has been completed successfully. In order to get paid sick leave, the employee must inform his/her supervisor prior to the start of working hours or upon leaving his/her job if sickness occurs during the work day, except in cases of emergency. Sick leave is granted only when an employee is unable to render service because of sickness, disability, quarantine, the bearing of a child, injury, employee's own medical or dental examinations, or attendance upon a member of employee's immediate family because of illness, injury or medical appointments.

- A. Pregnancy, in and of itself, shall not be grounds for granting sick leave with pay. Illness accompanying pregnancy, but not a normal condition thereof, and supported by a physician's certificate, shall be considered grounds for sick leave with pay.

**Section 6.21 Election Concerning Sick Leave**

Any employee, compelled to be absent due to injury or illness for which worker's compensation or state disability payments are made, may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in an amount equal to the difference between the compensation received as regular salary and the amount of workers' compensation, state disability, or paid Family Leave payments received. Similarly, he/she may elect to use any accrued vacation time and/or comp time. In no event shall an employee receive more compensation on any day of absence than he/she would have received if he/she had worked.

In addition to the requirements of this section, Fire Department employees are also subject to section 4850 of the Labor Code.

### **Section 6.22 Evidence of Illness**

The General Manager may require any employee who is absent from duty due to illness or injury to have a physical examination by a District doctor, at the District's expense.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a physician's certificate upon return to duty stating that the employee has fully recuperated from the illness or injury and has no physical limitations preventing the employee from performing required job responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

### **Section 6.23 Unearned Sick Leave**

- A. Sick leave with pay shall not be allowed or taken until earned. [Amended by Ord. 90-4]
- B. The District, upon approval of the Board of Directors, may provide a Fire Department shift employee with up to 112 hours, or one pay period, worth of sick leave on a loan basis should the eligible employee's sick leave account become zero. These hours would remain in a separate District account, paid back by the eligible employee as their hours accrue in their sick leave account. Approval of such a loan shall not occur more than once in any three-year period. All bargaining unit employees who have successfully completed the orientation period are eligible for this discretionary loan. [Added by Ord. 90-4]

### **Section 6.24 Payment for Unused Sick Leave**

- A. Each regular Administrative and Operations Department full-time employee will be compensated for 50% of sick leave accrued in excess of 480 hours in the last pay period of the calendar year. [Amended by Ord. 90-4, Res. 2021-25]
- B. Each regular full-time shift employee will have sick leave accrued in excess of the maximum sick leave accrual of 960 hours transferred to Excess Sick Leave credit in the last pay period of the calendar year. Hours accrued as Excess Sick Leave credit shall only be applied toward PERS additional service credit upon retirement and is not available as compensation or for use as sick leave or other paid leave. [Added by Res. 2021-25]
- C. Each regular part-time employee will be compensated for all his/her accrued sick leave hours at 50% of his/her hourly rate in the last pay period of the calendar year.
- D. A regular Administrative and Operations Department employee leaving the District's employ in good standing may, upon the employee's request, be paid the monetary value of the earned sick leave, subject to the following provisions:
  - 1. All sick leave time accumulated and unused shall be paid for at a rate of 50% of the hourly rate of such employee at the time of his/her termination.
  - 2. The benefits granted hereunder shall not become a vested right of any employee, but rather are subject to amendment in the same manner as any other provisions relating to compensation.



3. An employee receiving compensation under this section shall not be eligible for reinstatement within 90 days after the effective date of termination.
  4. If an employee qualifying for compensation of sick leave under this section dies, the benefits payable under this section shall be payable to the employee's surviving spouse or registered domestic partner or, if there be no surviving spouse or registered domestic partner at the time of death, to the employee's heirs.
  5. Notwithstanding the provisions of Section 6.24.C.2 above, a regular Administrative and Operations Department employee retiring from District service and eligible for pension benefits at the time of such retirement shall have the following options: [Amended by Ord. 90-4, Res. 2021-25]
    - a. To receive payment for unused sick leave as specified above; or, [Amended by Ord. 90-4, Res. 2021-25]
    - b. To apply accumulated unused sick leave toward an early retirement on a day-for-day basis (e.g., An employee retiring at 65 on December 31, and having ten days of accumulated sick leave, may leave ten working days before December 31, and draw full compensation until December 31). [Amended by Ord. 90-4, Res. 2021-25]
    - c. To apply accumulated unused sick leave toward PERS additional service credit. [Added by Ord. 2009-06, Res. 2021-25]
- E. A regular Fire Department employee with more than one year of continuous service leaving the District's employ in good standing may, upon the employee's request, be paid the monetary value of the earned sick leave, subject to the following provisions:
1. No pay shall be given for the first 24 days (192 hours for non-shift employees, 268.8 hours for shift employees) of sick leave in the employee's account; the remaining time shall be paid for at a rate of 50% of the hourly rate of such employee at the time of termination. No employee shall receive more than \$2,000.00 for such unused sick leave. Part-time employees shall receive pay for the days of sick leave that is represented by the proportion of their scheduled hours to a 40-hour position. (For example, a half-time employee would receive no pay for the first 12 days of sick leave in the employee's account.) [Amended by Ord. 90-4]
  2. The benefits granted hereunder shall not become a vested right of any employee, but rather are subject to amendment in the same manner as any other provisions relating to compensation.
  3. An employee receiving compensation under this section shall not be eligible for reinstatement within 90 days after the effective date of termination.
  4. If an employee qualifying for compensation of sick leave under this section dies, the benefits payable under this section shall be payable to the employee's surviving spouse or registered domestic partner, if there be no surviving spouse or registered domestic partner at the time of death, to the employee's heirs.

- 5. Notwithstanding the provisions of Section 6.24.E.2 above, a regular Fire Department employee retiring from District service and eligible for pension benefits at the time of such retirement shall apply accumulated unused sick leave toward PERS additional service credit. [Amended by Ord. 90-4, amended by Res, 2021-25]
- F. Upon return from lay-off, an employee will have the right to "buy back" the total hours of accrued sick leave by reimbursing the District in full for the proceeds received by him at the time of layoff.
- G. All hours lost under Section C. 1 above shall be restored at the time of re-employment. In any event, a Fire Department employee laid off with 24 days or less of accumulated sick leave shall be credited with those hours upon re-employment within two years.

**Section 6.25 Extended Sick Leave without Pay**

Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At the time of the request, the regular employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to (30) days. Only the Board may approve a request for sick leave without pay for over 30 days. This section only applies to extended sick leave without pay that is not part of or subject to FMLA and/or CFRA leave.

**Section 6.26 Converting Accumulated Vacation & Sick Leave Hours**

In the event of a promotion/demotion or reorganization where an employee becomes a regular full-time non-shift employee after being a shift employee or vice versa, the following applicable formula shall be used to convert the employee's accrued vacation and sick leave, effective on the hire date in the new position:  $\text{Non-Shift Hours} = \text{Shift Hours} \div 1.4$  OR  $\text{Shift Hours} = \text{Non-Shift Hours} \times 1.4$  [Added by Ord. 90-4]

**Section 6.27 Flexible Benefit Plan**

The District has adopted a Flexible Benefit Plan under Section 125 of the Internal Revenue Code of 1986. The details of this Plan which allow specific benefits to employees are hereby included by this reference.

**Section 6.28 Deferred Compensation Plans**

Multiple deferred compensation plans have been adopted by the District. The plan selected must be documented and put in the employee's personnel file.

**Section 6.29 Employee Longevity Recognition Program**

Full time and continuous employment for all District employees shall be the governing date for determining years of service for the following cash awards.

<b>Years of Service</b>	<b>Cash Award</b>
5	\$50
10	\$150
15	\$250
20	\$250 + Dinner (not to exceed \$100)
Each 5-year period over 20 years of service	\$250

Payment will be made in the first pay period following the date on which employee reaches one of the above milestones. Payment will be made by separate check with no deductions for state or federal taxes.

Full time and continuous employment for all Fire Department personnel shall be the governing date for determining years of service for the following awards to be presented as a Gift Card.  
[amended by Res, 2021-25]

<b>Years of Service</b>	<b>Gift Card Award</b>
5	\$100
10	\$200
15	\$300
20	\$400
25	\$500
30	\$600

## DIVISION VIII TEMPORARY ASSIGNMENTS

### Section 8.01 Assignment to Temporary Work

The Manager may temporarily assign an employee to perform work normally performed by an employee at a different level or salary.

### Section 8.02 Temporary Salary

- A. An employee temporarily assigned to perform work of a lower-paid employee shall not have his/her salary reduced.
- B. Administrative and Operations Department employee temporarily assigned to perform work of a higher-paid employee shall not have his/her salary increased. (Revised by Ord 2009-06)
- C. Employees assigned by the Fire Chief to temporarily act in the capacity of a higher rank shall receive added compensation for shifts worked in the higher rank subject to the following:
  - 1. Upon completion of one ~~48~~24-hour shift and thereafter for full ~~48~~24-hour shifts only.
  - 2. Compensation shall be a minimum of ten percent (10%) over the employee's current rate of pay and shall be based on the salary steps of the higher rank.
  - 3. Additional compensation shall be paid in situations such as resignation, dismissal, disciplinary action, leave of absence, extended sick leave or work related injury.
  - 4. Overtime hours worked at a higher rank will be paid at the higher rank rate if such hours are consecutive with other hours worked at the higher rank so that the combined total hours make up a minimum of 48 hours. If there is a break between when the overtime coverage occurs and when the higher rank shift occurs, then those overtime hours will not be paid at the higher rank rate.
  - 5. This compensation will not apply to training, continuing education classes, or call back. (Revised by Ord 2009-06)

### Section 8.03 Distribution of Temporary Assignments

The Manager shall consider the following when distributing temporary assignments equitably among qualified employees:

- A. An employee's relative experience and capability to perform the work required; and
- B. Relative disruptive effect of the assignment on the District's and employee's work schedule.

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# Squaw Valley Public Service District

## POLICY HANDBOOK

POLICY TITLE: ADMINISTRATIVE LEAVE POLICY  
POLICY NO: 2065

The Administrative Leave Policy is provided for exempt employees in order to meet their needs for personal time off.

1. Hours worked in excess of 40 hours in one week may be banked in the Administrative Leave Account and used, with the General Manager's approval, for personal time off.
2. Paid days off for Vacation, Sick Leave, Holiday, or other approved and paid time away from work does not count toward time worked. Only hours **worked** in excess of 40 hours per week can be banked in the Administrative Leave Account.
3. Administrative Leave time may be banked for use in the future with a 40-hour maximum allowed to be carried forward. Time is banked on the basis of one hour for every hour over 40 hours worked in a one-week period.
4. Any time banked and not taken will be lost upon leaving District employment.





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-1  
4 Pages

## FIRE DEPARTMENT REPORT

**DATE:** March 29, 2022  
**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: Infrequent Skills, ALS Monitor, Mega Codes, Scenarios, ALOC, ALS Medications, Cardiac Protocols, EMS Policies, Pedi Protocols.

Fire/Rescue: Hand Tools, District Familiarization, Hydrants, Ice Rescue, Fire Simulator, Ladders, Air Management, Hoselays/Fire Attack, Ice Rescue, SCBA, RIC, Ropes.

Public Education

CPR classes for Creekside School Staff.

Fire Prevention

Several plan checks, Sprinkler Rough Inspections, Building Final Inspections, Short Term Rental Inspections, Commercial Inspections.

Equipment

E-21 Brake repair.

Station 22 (1810 Squaw Valley Road)

OVFD has ALS staffing, during the day on weekends and holidays, through the end of March. This is required to be able to maintain our response times during busy traffic days and when Squaw Valley Road has 3 lanes implemented.

Overtime (OT) & Forced Overtime (FOT) Hours:

Regular OT hours for the period: 446 hours (March 22 to April 18, 2022)

Forced OT hours for the period: 65.5 hours (March 22 to April 18, 2022)

Year to date OT hours: 970.5 hours

Year to date FOT hours: 65.5 hours

Emergency Calls:

Please see attached pages.

Total calls for the period: 82 (February 15 to March 22, 2022)

Jan 1st to March 22, 2021: 175 Calls; Jan 1st to March 22, 2022: 211 Calls

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

**DATE PREPARED:** March 23, 2022

26%

**FIRE**  
Percentage of Total Incidents

74%

**EMS**  
Percentage of Total Incidents

108

**INCIDENTS**  
In Selected Time Slice

36

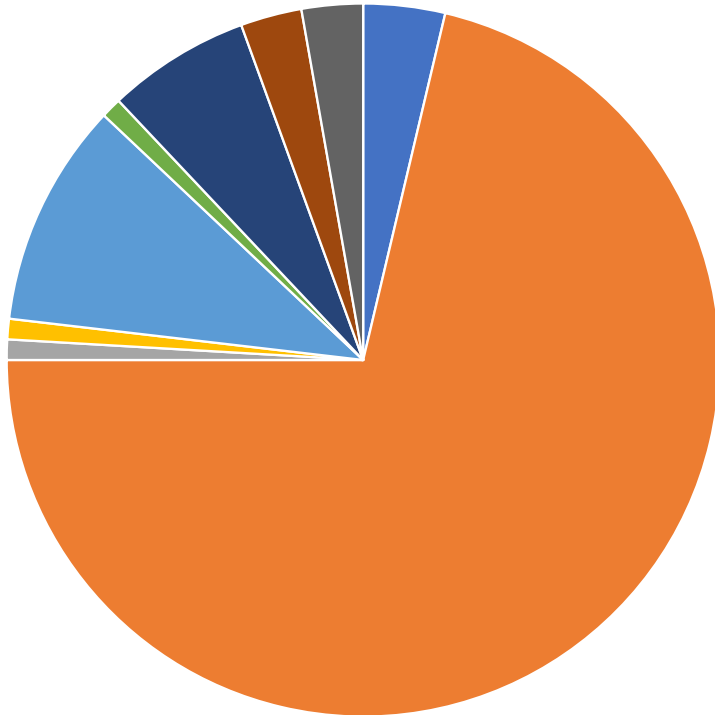
**DAYS**  
In Selected Time Slice



Counts

Week Ending	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	Total
Medical assist	1	1	1		1	4
Emergency medical service (EMS) incident	11	19	16	14	17	77
Extrication, rescue		1				1
Combustible/flammable spills & leaks			1		1	1
Public service assistance	1	2	5	2	1	11
Cover assignment, standby at fire station, move-up					1	1
Dispatched and canceled en route	3		2		2	7
HazMat release investigation w/no HazMat	1			1	1	3
Unintentional system/detector operation (no fire)		2			1	3
<b>Total</b>	<b>17</b>	<b>25</b>	<b>25</b>	<b>16</b>	<b>8</b>	<b>108</b>

- Medical assist
- Emergency medical service (EMS) incident
- Extrication, rescue
- Combustible/flammable spills & leaks
- Public service assistance
- Cover assignment, standby at fire station, move-up
- Dispatched and canceled en route
- HazMat release investigation w/no HazMat
- Unintentional system/detector operation (no fire)



25%

**FIRE**  
Percentage of Total Incidents

75%

**EMS**  
Percentage of Total Incidents

235

**INCIDENTS**  
In Selected Time Slice

82

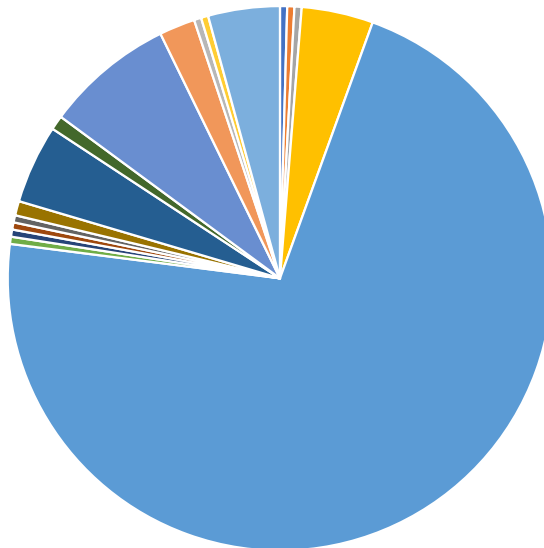
**DAYS**  
In Selected Time Slice



Counts

Week Ending	1/2/22	1/9/22	1/16/22	1/23/22	1/30/22	2/6/22	2/13/22	2/20/22	2/27/22	3/6/22	3/13/22	3/20/22	Total
Outside rubbish fire					1								1
Structure Fire											1		1
Rescue, emergency medical call (EMS), other							1						1
Medical assist						2	1	2	1	1	1		10
Emergency medical service (EMS) incident	4	14	15	10	19	13	13	11	19	16	13	21	168
Extrication, rescue									1				1
Flammable gas or liquid condition, other					1								1
Combustible/flammable spills & leaks										1			1
Electrical wiring/equipment problem							1						1
Water problem		1				1							2
Public service assistance								1	2	5	2	1	11
Cover assignment, standby at fire station, move-up		1										1	2
Dispatched and canceled en route	1	1	2	1	4		3	3		2		1	18
HazMat release investigation w/no HazMat	1	1						1			1	1	5
Malicious, mischievous false alarm						1							1
System or detector malfunction				1									1
Unintentional system/detector operation (no fire)		1	1	2	2	1			2			1	10
<b>Total</b>	<b>6</b>	<b>20</b>	<b>19</b>	<b>14</b>	<b>28</b>	<b>17</b>	<b>20</b>	<b>17</b>	<b>25</b>	<b>25</b>	<b>17</b>	<b>27</b>	<b>235</b>

- Outside rubbish fire
- Structure Fire
- Rescue, emergency medical call (EMS), other
- Medical assist
- Emergency medical service (EMS) incident
- Extrication, rescue
- Flammable gas or liquid condition, other
- Combustible/flammable spills & leaks
- Electrical wiring/equipment problem
- Water problem
- Public service assistance
- Cover assignment, standby at fire station, move-up
- Dispatched and canceled en route
- HazMat release investigation w/no HazMat
- Malicious, mischievous false alarm
- System or detector malfunction
- Unintentional system/detector operation (no fire)





# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-2  
4 Pages

## WATER & SEWER OPERATIONS REPORT

**DATE:** March 22, 2022

**TO:** District Board Members

**FROM:** Brandon Burks, Operations Manager

**SUBJECT:** Operations & Maintenance Report for FEBRUARY 2022 – 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 – February 2022

Water Production:		6.86 MG
Comparison:		0.45 MG more than 2021
Sewer Collection:		9.73 MG
Comparison:		2.72 MG more than 2021
Aquifer Level:	February 28, 2022:	6,187.8'
	February 28, 2021:	6,187.7'
	Highest Recorded:	6,192.0'
	Lowest Recorded:	6,174.0'
Creek Bed Elevation, Well 2:		6,186.9'
Precipitation:	February 2022:	0.88"
	Season to date total:	45.78"
	Season to date average:	37.02"
	% to year to date average:	123.67%

**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 2021 through September 2022.
- 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 one after-hours customer service calls.

#### Sewer

- Responded to zero after-hours customer service calls.
- Power failure related issues.

### 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: two.
- Customer service turn water service on: one.
- Customer service turn water service off: one.
- Responded to zero customer service calls with no water.

- Upgraded meter reading system.
- Operation and Maintenance Squaw Valley Mutual Water Company
- Basic services.
  - Work with Mutual on replacement operator.

Sewer System Maintenance

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

Telemetry

- The rainfall measurements for the month of February were as follows:  
Nova Lynx 0.88", Squaw Valley Snotel: 1.00".

Administration

- Monthly California State Water Boards report.

Services Rendered

- Underground Service Alerts (0)
- Pre-remodel inspections (0)
- Final inspections (1)
- Fixture count inspections (0)
- Water service line inspections (0)
- Sewer service line pressure test (2)
- Sewer service line inspections (0)
- 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.

**ATTACHMENTS:** Monthly Water Audit Report

**DATE PREPARED:** March 24, 2022

## Olympic Valley Public Service District - Monthly Water Audit Report

Audit Month: February      Report Date: March 29, 2022      Performed By: Brandon Burks  
 Year: 2022

Meter Reader: Jason McGathey      Reading begin Date & Time: 3/2/22 8:30 AM  
 Reading end Date & Time: 3/2/22 1:30 PM  
 Total lag time: 6 Hours

Begin Audit Period: 2/2/22 12:00 AM  
 End Audit Period: 3/2/22 12:00 AM

Total Metered Consumption for audit period specified (including hydrant meters): 5,832,807

Additional Consumption - Unmetered

Fire Department Use: 10,000  
 Hydrant Flushing: 5,000  
 Blow-Off Flushing: \_\_\_\_\_  
 Sewer Cleaning: 10,000  
 Street Cleaning: \_\_\_\_\_  
 Well Flushing: \_\_\_\_\_  
 Tank Overflows: \_\_\_\_\_  
 Unread Meter Estimated Reads: \_\_\_\_\_  
 Other: \_\_\_\_\_

Total Unmetered Consumption (for audit period specified): 25,000

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: 6,755,288

Total Metered/Unmetered Consumption for audit period specified: 5,857,807

**Total Water Loss (Production - Consumption): 897,481**

**Comments:** The production totals are different than the monthly report due to a different time frame being used. Meter reading program was updated over the last month.

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



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-3  
3 Pages

## ENGINEERING REPORT

**DATE:** March 29, 2022  
**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 – Bi-weekly
- District Engineer, Junior Engineer Meeting – Frequent
- Springbrook Training
- Pressure Zone 1A Hydraulic Modeling and Alternatives Meeting – Farr West
- West Tank Recoating Project Pre-Bid Meeting
- OVGMP Advisory Committee Meeting Preparation – Staff
- Resort at Squaw Creek Dedication Meeting – RSC, Counsel
- Operations Department Cross Training
- Water Meter Replacement Project Meetings – Badger Meter, Staff
- Valley View Water System Meeting – Staff
- FY 22/23 Budget Preparation Meeting – Fire Chief, OM
- VSVSP 90% Infrastructure Plans Meeting – Alterra, Psomas
- VSVSP Development Agreement Meeting – GM, BS, DE

## Capital and Planning Projects

### Water Meter Replacement Project

- District ordered meters, endpoints, and appurtenances, and meter box lids.
- Approximately 300 new meters and endpoints will be installed in 2022.

### West Tank Recoating Project

- Bids were opened on March 17. Three (3) bids were received.
- Staff is recommending awarding contract to Olympus & Associates for \$365,000.
- Exterior tank coating will take place June-August.
- Interior tank coating will take place September-November.

### 2022 Sewer System Inspection

- Staff is preparing contract documents and will contract with ProPipe to provide panoramic video inspection of a portion of the sewer system.
- This work will be completed in June 2022.

### Zone 3 Booster Pump Station Portable Backup Generator

- Staff and Farr West Engineering prepared specifications and solicited bids for a trailer mounted emergency backup generator for the Zone 3 BPS.
- Bids were opened on March 22.
- Staff is recommending award to Smith Power Products for \$43,100.
- Anticipated delivery time is 45-52 weeks.

### Pressure Zone 1A Project

- Farr West Engineering and District staff have completed hydraulic modeling of proposed improvements.
- Farr West will deliver a Basis of Design Report in April 2022.
- The project includes installing pressure reducing valve station(s) and water pipe to reduce the excessive water pressures in the East end of the Valley.
- The District received a grant from PCWA FAP program for the hydraulic modeling and planning phase of the project.
- Planning tasks will be complete by April 2022. Construction date is unknown.



### Capacity and Reliability Study Update

- This project includes preparing an update to the Capacity and Reliability study which aims to define remaining available water supply in our existing system.
- The report will be presented to the Board at the April meeting.

### Hidden Lake Waterline Loop and Sewer Line Replacement Project

- Completed installation and testing of new 6" sewer main and appurtenances.
- Completed approximately 30% of the installation of the new 6" waterline.
- Construction stopped for the season at the October 15 grading deadline. The remaining work will be completed May-July 2022.

### Resort at Squaw Creek Phase 2

- District is working with RSC to execute an Irrevocable Offer of Dedication. District requires easements and performance/maintenance bonds to complete the process.
- RSC has not committed to construct and dedicate Well 18-3R or the PRV in 2022.
- Staff continues to work with RSC engineers on design of Well 18-3R and PRV improvements.
- RSC may be approaching the District for an extension to the Water and Sewer Service Agreement, which is set to expire November 2022.

### Engineering Department Activities – On-Going

- VSVSP Water and Sewer Service Agreement
- Sewer System Rehabilitation Project planning
- Residential plan reviews and contractor/owner coordination for new and remodel construction
- GIS database updates and Viewworks implementation
- Water and Sewer Code and Technical Specification updates

**ATTACHMENTS:** None.

**DATE PREPARED:** March 23, 2022



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4  
1 Page

## ADMINISTRATION & OFFICE REPORT

**DATE:** March 29, 2022  
**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:** Temporary Board Secretary / Executive Assistant

Jessica Asher will be going on maternity leave around April 1, 2022. A temporary position was posted, and four applications were received; however, staff has decided to absorb her role internally with existing staff and hire Judy Friedman at the *Paper Trail* as a consultant for assistance with Board Meeting Minutes.

SDRMA Spring Education Day

Nicole Whiteman and Jessica Grunst attended the SDRMA Spring Education Day in Sacramento. This workshop provided free risk management training and allowed the District to earn Credit Incentive Points (CIPs) to reduce our annual payment for Property/Liability Insurance by \$862 and Workers' Compensation by \$2,946. A few key takeaways from the training were that Property/Liability insurance is expected to increase. SDRMA notified the District in January that current estimates are showing a 5% increase, but we won't have the final rates until June. Workers Compensation rates are predicted to remain flat among SDRMA carriers; however, the District's EMOD (Experience modification rate) is set each year off claims history, and OVPSD's is increasing by 22%.

**ATTACHMENTS:** None.

**DATE PREPARED:** March 25, 2022



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-5  
2 Pages

## MANAGEMENT REPORT

**DATE:** March 29, 2022

**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
- Community Wildfire Protection Plan – four meetings with staff and Deer Creek Resources
- Customer Database – staff
- Personnel Matter - staff
- Biomass Feasibility – Northstar CSD Operations Manager
- SVMWC/OVPSD Emergency Intertie Project – two meetings with Placer County Water Agency staff
- Monthly T-TSA Managers
- Village at Palisades Tahoe Specific Plan Development Agreement – four meetings with staff
- Village at Palisades Tahoe 90% Backbone Infrastructure – PSOMAS, Alterra representative and staff
- Olympic Valley Groundwater Management Plan – three meetings with staff
- Board Secretary Maternity Leave Planning / Temporary Staff – three meetings with staff
- Monthly Planning – staff
- Office Supervisor Last Day Lunch – staff

- Resort at Squaw Creek - Phase Two Infrastructure Dedication – staff
- Internet Outage – many meetings with staff and IT consultant
- Squaw Valley Business Association – members
- Performance Evaluations – six meetings with Fire Department staff
- Emergency Supervisor On-Call Program – staff
- Valley View Water System – staff
- Tahoe Truckee Community Foundation Forest Futures Program – staff and Nicole Lutkemuller from TTCF
- STR Life Inspection MOU – Chief Riley and representatives from Placer County
- Eastern Placer County Town Hall – virtual
- 2022-23 Garbage Collection Contract – five meetings with representatives from Tahoe Truckee Sierra Disposal (TTSD)

**ATTACHMENTS:** None.

**DATE PREPARED:** March 24, 2022



# OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



## AFFIDAVIT OF POSTING

Name of Meeting(s): Board Meeting + Finance Committee  
Date of Meeting(s): 3/28/22, 3/29/22

I, J.Asher certify that we JA, MG, JG posted the agenda for the above meeting(s) in two (2) conspicuous places located within the boundaries of the Olympic Valley Public Service District.

The posting locations were:

1. District Office at 305 Squaw Valley Road (by: MG at 11:41 on: 3/25)
2. Squaw Valley Post Office at 1600 Squaw Valley Road (by: JG at 1:22 on: 3/25)
3. Online Posting and Distribution (by: JA at 11:28 on: 3/25)

The posting was accomplished on 3/25/22 at 1:22pm.

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

Executed in Olympic Valley, California on 3/28/22.

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