

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



BOARD OF DIRECTORS MEETING AGENDA

Tuesday, March 26th, 2024, at 8:30 A.M.

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

Finance Committee on Tuesday, March 26th, 2024, at 7:45 A.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 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 Olympic Valley Watershed Alliance | B-5 Olympic Valley Mutual Water Co. |
| B-2 Friends of Olympic Valley | B-6 Firewise Community |
| B-3 Olympic Valley Design Review | B-7 Capital Projects Advisory (CAP) |
| B-4 Olympic Valley MAC | B-8 Tahoe-Truckee Sanitation Agency |
- C. Public Comment / Presentation.** Members of the public may address the board on items not on this agenda for up to three minutes; however, any matter that requires action by the governing body will, unless an emergency exists, be referred to staff for a report and possible action at a subsequent Board meeting.
- D. Financial Consent Agenda.** All items listed under this agenda item will be approved by one motion. These items are routine, non-controversial, and the finance-related items have been reviewed by the Finance Committee. There will be no separate discussion of these items unless a member of the audience, board, or staff requests 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 – 3rd Quarter
- D-9 Progress Payment – Badger – Water Meter Replacement Project
- D-10 Progress Payment – UES – Climate Change Groundwater Modeling
- D-11 Progress Payment – DOWL – OVPSD-OVMWC Emergency Intertie Project

E. Approve Minutes.

- E-1 Minutes for the Regular Board of Directors meeting of February 27th, 2024.
- E-2 Minutes for the Special Board of Directors meeting of March 13th, 2024.

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 First Draft of FY 2024-2025 Budget and Rates.

Proposed Action: Review item, accept public comment and approve mailing/posting of proposed rate structures in accordance with Proposition 218.

F-2 Fire Department Long-Term Modeling.

Information Only: Receive information on the status of the Fire Department, draft financial modeling, revenue generation measures, and the LAFCO process; accept public comment; and provide direction to staff.

F-3 Fire Department Annual Report.

Information Only: Review item and accept public comment.

F-4 Adopt Resolution 2024-03 Acknowledging Receipt of Annual Fire Inspection Services Required by the California Health & Safety Code.

Proposed Action: Review item, accept public comment, and adopt Resolution 2024-03.

F-5 OVPSD/Olympic Valley Mutual Water Company (OVMWC) Emergency Intertie and Mutual Aid Agreement.

Proposed Action: Review item, accept public comment, and adopt Resolution 2024-04 authorizing the Interim General Manager to execute the Emergency Intertie and Mutual Aid Agreement with OVMWC.

F-6 Award Contract – OVPSD/ OVMWC Water System Intertie Project.

Proposed Action: Review item, accept public comment, approve contract with Longo, Inc. in an amount not-to-exceed \$596,575, and authorize the General Manager to execute contractual documents.

F-7 OVPSD-OVMWC Emergency Intertie Project – File California Environmental Quality Act (CEQA) Notice of Exemption.

Proposed Action: Review item, accept public comment, and authorize staff to file a CEQA Notice of Exemption with Placer County by the adoption of Resolution 2024-05.

F-8 Award Contract – Well 3 Rehabilitation Project.

Proposed Action: Review item, accept public comment, approve contract with Carson Pump, LLC in an amount not-to-exceed \$38,600, and authorize the General Manager to execute contractual documents.

F-9 Placer County Local Area Formation Commission (LAFCO) – Special District Representative Election.

Proposed Action: Review item, accept public comment and cast a ballot for the commissioner and alternate commissioner.

F-10 Residential Green Waste Dumpster Rental Rebate Program.

Proposed Action: Review item, accept public comment, and adopt Resolution 2024-06 authorizing the district to implement a rebate program for the rental of six-yard green-waste-only dumpsters from July 1, 2024, through June, 2025.

F-11 Fuels Management Program.

Information Only: Review item and accept public comment.

F-12 Records Retention Schedule Revision.

Proposed Action: Review item, accept public comment, and adopt Resolution 2024-07 approving revisions to the records retention schedule.

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.

H-1 Closed Session – Public Employment.

Government Code Section 54957
Title: General Manager

H-2 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: Patrick Clark; Personnel Committee
Employee Organization: IUOE Stationary Engineers Local 39 for Fire Department
Personnel to discuss salaries, salary schedules, or compensation paid in the form of benefits.

I. Possible Action from Closed Session.

I-1 General Manager’s Employment Contract.

Proposed Action: Review item, accept public comment, and approve General Manager’s Employment Contract by adoption of Resolution 2024-08.

I-2 Board Meeting Schedule.

Proposed Action: Review item, accept public comment, and set a date and time for a regular meeting of the Board in April, 2024.

J. 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.



TOT-TBID Dollars at Work Program
2024 Annual Grant Cycle
Re-CAP of Committee Meetings

Overall:

Thank you to all committee members in their participation in the TOT-TBID Dollars at Work Program 2024 Annual Grant Cycle. Your time, participation, and engagement is greatly, greatly appreciated.

CAP and TOT committees met on March 13th and recommended to fund 4 projects, totaling \$2,680,000 in TOT funds to the NTCA Board to Directors. TBID Advisory and Zone 1 committees met on March 14th and recommended to fund 9 projects, totaling \$1,638,669 in TBID funds to the NTCA Board of Directors. The NTCA Board of Directors will convene on April 10th to make recommendation for TOT funded projects to PC BOS and determine approval of TBID funded projects.

If all projects are approved for funding by NTCA Board and PC BOS, this 2024 Annual Grant Cycle will invest \$4,318,669 with matching funds of over \$6.3 million, for a total of investment of over \$10 million into the North Lake Tahoe Community!!!

Thank you for all you do!

March 13, 2024

TOT and CAP Committees met on March 13th at NCSD.

CAP Committee recommended to fund the following projects:

<u>Organization</u>	<u>Project</u>	<u>Amount</u>	<u>Notes</u>
Northstar Community Services District	Martis Valley Trail	\$2,000,000	
Tahoe Cross Country Ski Education Association	Tahoe Cross Country Lodge Project - Construction	\$400,000	\$600,000 recommended to be funded by Zone 1
Placer County Department of Public Works - Tahoe Engineering Division	North Tahoe Recreation Access Plan Project - Ward Ck/Stanford Rock and USFS 06/Thelin	\$250,000	Funding for USFS 06/Thelin (Sawtooth parking area)

TOT recommended to fund the following projects:

<u>Organization</u>	<u>Project Name</u>	<u>Amount</u>	<u>Notes</u>
Tahoe Mountain Biking Association	North Tahoe Mountain Biking Trails/ FS 73 Bypass	\$30,000	

In addition, TOT Committee unanimously supported these two motions:

- 1. To recommend funding up to \$597,275 for the KB Tiny Home Workforce Housing Project when Placer County Contracting is possible, within the next 12 months.**
- 2. To recommend funding up to \$193,000 for planning for the Lake Tahoe Professional Cleaning Co. – Employee Housing Project when Placer County Contracting is possible, within the next 12 months.**

March 14, 2024

TBID Advisory and Zone 1 Committees met on March 14th at Granlibakken.

Zone 1 Recommended to fund the following projects:

Organization	Project Name	Amount	Notes
Clean Up The Lake	Deep Dive Pilot Cleanup Project and Litter Education Awareness Program	\$76,455	
Tahoe Cross Country Ski Education Association	Tahoe Cross Country Lodge Project - Construction	\$600,000	\$400,000 recommended to be funded by CAP Committee
North Lake Tahoe Historical Society	Revitalize the Watson Cabin	\$43,010	
Shane McConkey Foundation	Don't Drop the Top	\$39,806	

TBID Advisory Committee Recommended to fund the following projects:

Organization	Project Name	Amount	Notes
Tahoe Housing Hub	Accessory Dwelling Unit Accelerator Pilot Program	\$479,450	
California Tahoe Conservancy	Accessibility for All at North Tahoe Beach	\$200,000	
Backyard At Tahoe LLC dba Tahoe Backyard	Tahoe Backyard Micro Business Incubator	\$125,000	
Fox Cultural Hall (Legal: Arts For The Schools)	The Mural Project	\$52,248	
Sierra Nevada and Olympic Winter (SNOW) Sports Museum Foundation	SNOW Sports Museum Expansion and Refurbishment	\$22,700	

T-TSA BOARD MEETING SUMMARY

03/20/2024 Regular BOD Meeting

1) The March 20, 2024 Board meeting was held in person and via Zoom:

- T-TSA Board Meeting Videos available at: <https://vimeo.com/user183648821>

2) Public Comment (provided during Public Comment or Agenda items).

- Jeff Navarrete
- Tobin Fuchs

3) No Sanitary Sewer Overflows.

4) Status Report:

a) Operations Report:

- All plant waste discharge requirements were met, and the plant performed well in February.
- In February, three (3) well static water levels were missed for the Monitoring and Reporting Program (MRP). Non-compliance with the MRP has been reported to the Lahontan Regional Water Quality Control Board.
- Received a response from the Lahontan Water Board pertaining to the Agency WDR revision requesting more information.

b) Laboratory Report:

- Lab staff performed research testing related to the methanol reduction study.
 - Special thanks to Bill Pindar for setting up and performing the Sampling
- Ongoing recruitment for Lab Director.
- Missed static water level on three (3) wells. Corrective action has been initiated.

c) Capital Projects Report:

- Sodium Hypochlorite Foundation Project: The concrete work was completed and accepted. Tanks pending delivery in late March. The Digestion Improvements project awarding RFP to Brown and Caldwell. The TRI Alpine Meadows to Olympic Valley Rehabilitation Project (MH33-MH35) is being awarded to Brown and Caldwell. Finally, the Front Parking & Landscaping Improvements Project is in design and intends to go out for bid on construction in early April 2024.
- Please visit the new page on the Agency website for updates on ongoing projects by using the following link: <https://www.ttsa.ca.gov/home/pages/construction-projects>

d) Other Items Report: The Board Approved:

- Approval of the Regular Board meeting minutes from February 21, 2024.
- Approval of payment of General Fund warrants and Financial Statements.
- Approval of Gallagher Consulting's selected List of Comparative Agencies and Selection of PEPRAs as a quantitative comparison for the Agency Classification and Compensation Study.
- Approval of Agreement with Brown and Caldwell to perform the final design of the TRI Alpine Meadows to Olympic Valley Rehabilitation Project (MH33-MH35).
- Approval of Agreement with Carollo Engineering for Nutrient Removal Alternative Evaluation Process Study.
- Approval of Agreement with Brown and Caldwell to perform the final design of the Digestion Improvements Project.
- Additionally:
 - Discussion and staff direction regarding California Special Districts Association Call for Support.
 - Placer County LAFCO Ballot Selection Voting for Regular and Alternate Special District Representative.

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
February, 2024

DATE	OVPSD Daily Flow MG	OVPSD 7 Day Avg Flow MGD	OVPSD Peak Flow MGD
2/1/2024	0.265	0.284	0.540
2/2/2024	0.301	0.283	0.543
2/3/2024	0.352	0.278	0.764
2/4/2024	0.248	0.269	0.416
2/5/2024	0.238	0.267	0.523
2/6/2024	0.230	0.267	0.416
2/7/2024	0.234	0.267	0.430
2/8/2024	0.244	0.264	0.416
2/9/2024	0.286	0.262	0.629
2/10/2024	0.398	0.268	0.788
2/11/2024	0.353	0.283	0.764
2/12/2024	0.251	0.285	0.601
2/13/2024	0.231	0.285	0.458
2/14/2024	0.227	0.284	0.421
2/15/2024	0.241	0.284	0.491
2/16/2024	0.305	0.287	0.574
2/17/2024	0.445	0.293	0.833
2/18/2024	0.471	0.310	0.838
2/19/2024	0.488	0.344	0.805
2/20/2024	0.412	0.370	0.759
2/21/2024	0.402	0.395	0.764
2/22/2024	0.426	0.421	0.773
2/23/2024	0.478	0.446	0.773
2/24/2024	0.525	0.457	0.879
2/25/2024	0.393	0.446	0.773
2/26/2024	0.245	0.412	0.405
2/27/2024	0.271	0.391	0.708
2/28/2024	0.276	0.373	0.708
2/29/2024	0.235	0.346	0.486
SUMMARY			
AVG	0.327	0.325	0.630
MAX	0.525	0.457	0.879
MIN	0.227	0.262	0.405

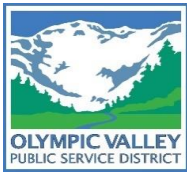


OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
Operating Account Check Register
March 26, 2024



Check Register for Board Packet:

Check #	Check Date	Name	Module	Amount
51468	2/27/2024	AT&T	AP	565.58
51469	2/27/2024	Badger Meter, Inc	AP	20,543.27
51470	2/27/2024	Capitol Elevator Company, Inc.	AP	550.00
51471	2/27/2024	Colantuono, Highsmith & Whatley, PC	AP	1,925.00
51472	2/27/2024	Delfino Madden O'Malley Coyle Koewler	AP	104.00
51473	2/27/2024	DOWL, INC.	AP	17,177.50
51474	2/27/2024	Michael Geary	AP	618.75
51475	2/27/2024	David Hess	AP	3,375.28
51476	2/27/2024	Hunt Propane, Inc.	AP	3,383.66
51477	2/27/2024	Konica Minolta Business Solutions USA, Inc.	AP	170.80
51478	2/27/2024	Liberty Utilities	AP	8,504.67
51479	2/27/2024	Life Assist	AP	216.55
51480	2/27/2024	McGinley & Associates	AP	12,859.50
51481	2/27/2024	Mountain Hardware & Sports	AP	20.71
51482	2/27/2024	O'Reilly Auto Parts	AP	388.46
51483	2/27/2024	Lowell Shields	AP	2,562.50
51484	2/27/2024	Tahoe Supply Company LLC	AP	207.76
51485	2/27/2024	U.S. Bank Corp Payment System	AP	7,967.66
51486	2/27/2024	Vincent Communications, Inc.	AP	3,295.88
51487	3/8/2024	Ashbury Environmental Services	AP	155.00
51488	3/8/2024	Badger Meter, Inc	AP	352.50
51489	3/8/2024	Danielle Bradfield	AP	1,700.00
51490	3/8/2024	Burtons Fire, Inc	AP	69.18
51491	3/8/2024	Capitol Elevator Company, Inc.	AP	572.00
51492	3/8/2024	Coffee Connexion	AP	95.00
51493	3/8/2024	Angela M Costamagna	AP	675.00
51494	3/8/2024	Cranmer Engineering, Inc.	AP	9,525.00
51495	3/8/2024	Dale Golden	AP	2,874.43
51496	3/8/2024	Hunt & Sons, Inc.	AP	2,737.05
51497	3/8/2024	Hunt Propane, Inc.	AP	5,428.95
51498	3/8/2024	Liberty Utilities	AP	9,630.09
51499	3/8/2024	Life Assist	AP	124.52
51500	3/8/2024	LINA	AP	236.38
51501	3/8/2024	Nicolas Massetani	AP	190.00
51502	3/8/2024	Mountain Hardware & Sports	AP	86.57
51503	3/8/2024	Danielle Mueller	AP	112.86
51504	3/8/2024	O'Reilly Auto Parts	AP	314.62
51505	3/8/2024	Lowell Shields	AP	2,375.00
51506	3/8/2024	Sierra Mountain Pipe & Supply	AP	399.29
51507	3/8/2024	Springbrook Holding Co LLC.	AP	3.00
51508	3/8/2024	Tahoe City Electric, Inc.	AP	1,810.73
51509	3/21/2024	AT&T	AP	565.40
51510	3/21/2024	AT&T	AP	548.88
51511	3/21/2024	Badger Meter, Inc	AP	8,717.04
51512	3/21/2024	California Rural Water Assoc.	AP	744.00
51513	3/21/2024	California Water Environment	AP	319.00
51514	3/21/2024	CARB/PERP	AP	735.00
51515	3/21/2024	Colantuono, Highsmith & Whatley, PC	AP	6,517.89
51516	3/21/2024	Cranmer Engineering, Inc.	AP	975.00
51517	3/21/2024	Dept of Forestry & Fire Prot.	AP	7,163.50
51518	3/21/2024	DOWL, INC.	AP	3,157.50
51519	3/21/2024	Engineered Fire Systems, INC.	AP	375.00
51520	3/21/2024	Flyers Energy LLC	AP	1,231.06
51521	3/21/2024	Jessica Grunst	AP	912.01
51522	3/21/2024	Hunt & Sons, Inc.	AP	1,550.43
51523	3/21/2024	Hunt Propane, Inc.	AP	3,121.71
51524	3/21/2024	Konica Minolta Business Solutions USA, Inc.	AP	172.14



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
 Operating Account Check Register
 March 26, 2024



Check Register for Board Packet:

Check #	Check Date	Name	Module	Amount
51525	3/21/2024	Liberty Utilities	AP	21,383.20
51526	3/21/2024	Life Assist	AP	255.33
51527	3/21/2024	Jason McGathey	AP	125.00
51528	3/21/2024	McGinley & Associates	AP	14,031.50
51529	3/21/2024	O'Reilly Auto Parts	AP	296.79
51530	3/21/2024	PORAC	AP	168.75
51531	3/21/2024	Professional Communications	AP	42.40
51532	3/21/2024	Sierra Controls, LLC	AP	165.00
51533	3/21/2024	Tahoe Forest Health System	AP	183.50
51534	3/21/2024	Tahoe Truckee Sierra Disposal	AP	89,760.25
51535	3/21/2024	Third Floor Story Corporation	AP	391.60
51536	3/21/2024	U.S. Bank Corp Payment System	AP	4,252.66
51537	3/21/2024	Ubeo Business Services	AP	2.51
				291,768.75
				70
Electronic / ACH Payments				
	3/1/2024	BPAS- Bi-weekly HRA		1,828.86
	3/1/2024	BRI- Café Plan Payment		1,592.31
	3/1/2024	CalPERS 457 Payment		4,838.39
	3/1/2024	Wage Garnishment		461.53
	3/1/2024	Payroll Taxes		46,760.88
	3/1/2024	EMPOWER 457 Payment		3,851.07
	3/1/2024	CalPERS Pension Payment		33,436.47
	3/1/2024	Union Dues		399.93
	3/1/2024	Payroll Direct Deposits		86,529.44
	3/4/2024	CALPERS Unfunded Liability Payment		200,000.00
	3/7/2024	Verizon Payment		400.40
	3/8/2024	March CalPERS Medical		39,127.29
	3/8/2024	BRI- FEB Café Plan Admin Fee		175.00
	3/15/2024	BPAS- Bi-weekly HRA		35,693.86
	3/15/2024	BRI- Café Plan Payment		1,592.31
	3/15/2024	CalPERS 457 Payment		4,838.39
	3/15/2024	Wage Garnishment		461.53
	3/15/2024	Payroll Taxes		57,920.69
	3/15/2024	EMPOWER 457 Payment		3,851.07
	3/15/2024	CalPERS Pension Payment		33,603.68
	3/15/2024	Union Dues		399.93
	3/15/2024	Payroll Direct Deposits		93,347.28
				651,110.31
				942,879.06



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
REVENUES & EXPENDITURES
February 29, 2024



	ENTERPRISE OPERATIONS									CONSOLIDATED				YTD Prior Year Feb-23	Over/ (under) from PY
	Water Actual	Water Budget	Over/ (under) YTD	Sewer Actual	Sewer Budget	Over/ (under) YTD	Garbage Actual	Garbage Budget	Over/ (under) YTD	Actual YTD	Total Budget	Remaining Budget	YTD % to Budget		
	YTD Feb-24	YTD Feb-24		YTD Feb-24	YTD Feb-24		YTD Feb-24	YTD Feb-24							
Rate Revenue	2,247,544	2,307,368	(59,824)	1,701,654	1,655,203	46,451	365,988	363,285	2,703	4,315,186	4,325,856	10,670	99.8%	4,085,356	229,830
Tax Revenue	33,333	33,333	-	33,333	33,333	-	-	-	-	66,667	100,000	33,333	66.7%	33,333	33,333
Rental Revenue	28,277	28,470	(194)	28,277	28,470	(194)	-	-	-	56,553	85,411	28,858	66.2%	55,342	1,211
Bike Trail	15,075	14,636	439	15,075	14,636	439	-	-	-	30,150	46,000	15,850	65.5%	29,271	880
Grants	172,755	100,000	72,755	-	-	-	-	-	-	172,755	150,000	(22,755)	115.2%	145,945	26,810
Administration	44,569	73,812	(29,243)	24,569	73,812	(49,243)	-	-	-	69,138	221,436	152,298	31.2%	46,323	22,815
Total Revenue	2,541,553	2,557,620	(16,067)	1,802,907	1,805,455	(2,548)	365,988	363,285	2,703	4,710,448	4,928,703	218,255	95.6%	4,395,570	314,878
Salaries & Wages	597,686	543,317	54,369	545,967	543,317	2,651	961	8,000	(7,039)	1,144,614	1,641,950	497,336	69.7%	1,001,091	143,523
Employee Benefits	218,864	212,977	5,888	206,770	212,977	(6,207)	227	-	227	425,861	638,929	213,068	66.7%	393,067	32,794
Materials & Supplies	76,803	62,250	14,553	14,905	8,917	5,989	-	-	-	91,708	106,750	15,042	85.9%	62,838	28,870
Maintenance Equipment	9,302	24,133	(14,832)	5,078	15,800	(10,722)	-	-	-	14,380	59,900	45,520	24.0%	8,675	5,705
Facilities: Maintenance & Repairs	14,018	52,372	(38,354)	14,077	8,805	5,271	-	-	-	28,095	91,766	63,671	30.6%	38,217	(10,122)
Training & Memberships	13,975	9,391	4,584	6,948	8,500	(1,552)	-	-	-	20,923	26,837	5,914	78.0%	22,372	(1,449)
Vehicle Repair/Maintenance	15,007	14,533	473	15,111	14,533	578	-	-	-	30,118	43,600	13,482	69.1%	23,953	6,165
Garbage	-	-	-	-	-	-	245,750	238,048	7,702	245,750	357,072	111,322	68.8%	219,879	25,871
Board Expenses	18,256	17,625	631	18,256	17,625	631	-	-	-	36,513	52,876	16,363	69.1%	24,485	12,028
Consulting	25,734	40,153	(14,418)	25,734	40,153	(14,418)	-	-	-	51,469	120,458	68,989	42.7%	55,766	(4,298)
Insurance	32,602	30,859	1,744	32,602	30,859	1,744	-	-	-	65,204	92,576	27,372	70.4%	51,835	13,369
Fees/Licenses & Permits	15,790	20,384	(4,595)	15,790	20,384	(4,595)	-	-	-	31,579	61,153	29,574	51.6%	45,017	(13,438)
Office Expenses	13,032	26,276	(13,244)	13,032	26,276	(13,244)	-	-	-	26,063	78,827	52,764	33.1%	36,050	(9,987)
Travel, Meetings & Recruitment	8,155	5,209	2,946	8,155	5,209	2,946	-	-	-	16,309	15,626	(683)	104.4%	6,978	9,331
Utilities	81,105	76,104	5,002	38,655	35,150	3,506	-	-	-	119,761	166,880	47,119	71.8%	87,975	31,785
Park & Bike Trail	6,616	7,000	(384)	6,616	7,000	(384)	-	-	-	13,232	21,000	7,768	63.0%	21,861	(8,629)
Interest & Misc	3,088	3,665	(577)	3,088	3,665	(577)	-	-	-	6,176	10,996	4,820	56.2%	11,442	(5,267)
Transfer to/frm Capital Resv	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	-	-
Total Expenses	1,150,032	1,146,248	3,785	970,786	999,169	(28,383)	246,939	246,048	891	2,367,756	3,587,196	1,219,440	66.0%	2,111,504	256,252
Operating Surplus (Deficit)	1,391,521	1,411,372	(19,852)	832,122	806,286	25,836	119,049	117,237	1,812	2,342,692	1,341,507			2,284,065	58,626
Depreciation	213,405	217,177	(3,772)	213,405	217,177	(3,772)	-	-	-	426,810	640,215	213,405	66.7%	426,810	-
Net Surplus (Deficit)	1,178,116	1,194,195	(16,079)	618,717	589,109	29,608	119,049	117,237	1,812	1,915,882	701,292			1,857,255	58,626

66.7% of the Budgeted Year Expended

Highlights

- **Revenue** year to date is at \$4.7 million. This is an increase of PY by approximately \$315K. This is mostly due to increased rate revenue.

- **Salaries & Wages** are slightly over budget in regular wages. There were a few incentives and promotions that were not planned.

- **Employee Benefits** are on plan.

Billable wages are reimbursable. Capital labor relates to capital projects and are not expensed. Total amounts to \$86,000. Active projects are HVAC improvements, Meter Replacements, Zone 3 tank recoat, Granite Chief sewer line, and Mutual Intertie.

- **Materials and Supplies** relates primarily to caustic soda purchases. There is an overage due to the cost of caustic soda increasing. There were also manhole lids and parts purchases.

- **Trainings and Memberships** consist of annual fees such as SWRCB and AWWA as well as training and certifications for operators.

- **Garbage** is over budget due District funded programs such as green waste days and dumpster rebates.

- **Consulting** is under budget due to a few projects we budgeted but have not yet occurred; such as a 5 year strategic plan and a personnel policy code revision.

- **Travel, Meetings & Recruitment** is over budget due to general manager recruitment and an AWWA water rate training course attended by DH and DM. These were not originally budgeted.

- **Utilities** are over budget due to higher usage and electric rates have increased.

- **Interest & Misc** consists of interest due on the building loan. The loan will be paid off in 2025, 3 years ahead of schedule.

- In total we are 67% through the year. Revenues are at 96% of the budget and expenses are at 66%. Compared to PY at this time, our net surplus is \$59K higher, mostly due to additional rate revenue.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
ENTERPRISE BALANCE SHEET
 February 29, 2024



	Balance Feb-24	Balance Jan-24	Change Prior Month	Balance Feb-23	Change Prior Year
ASSETS					
Current Assets					
Cash	1,905,969	1,006,864	899,104	1,398,861	507,108
Accounts Receivable	282,184	312,983	(30,799)	315,589	(33,405)
Prepaid Expenses	88,785	104,307	(15,522)	83,738	5,047
Total Current Assets	2,276,938	1,424,155	852,783	1,798,188	478,749
Noncurrent Assets					
Open Projects	1,345,480	1,296,770	48,710	1,190,317	155,163
Property, Plant, & Equipment	28,863,810	28,863,810	-	27,734,992	1,128,818
Accumulated Depreciation	(19,031,652)	(18,978,301)	(53,351)	(18,492,225)	(539,427)
Lease Receivable	192,099	192,099	-	266,945	(74,846)
Intercompany	(739,076)	434,721	(1,173,798)	(1,820,554)	1,081,478
Total Noncurrent Assets	10,630,660	11,809,100	(1,178,439)	8,879,474	1,751,186
Deferred Outflows					
Deferred Outflows - Pension	1,951,930	1,951,930	-	1,651,866	300,064
Deferred Outflows - OPEB	127,358	127,358	-	114,777	12,580
Total Deferred Outflows	2,079,288	2,079,288	-	1,766,643	312,644
Total Assets	14,986,886	15,312,542	(325,656)	12,444,306	2,542,580
LIABILITIES					
Current Liabilities					
Accounts Payable	28,611	58,845	(30,234)	304	28,306
Accrued Expenses	227,486	200,897	26,589	234,257	(6,771)
Payroll Liabilities	382,743	359,123	23,620	350,566	32,177
Current Portion-Building loan	118,461	118,461	-	100,504	17,957
Total Current Liabilities	757,300	737,326	19,974	685,632	71,669
Long-Term Liabilities					
Building & Land Loans	122,406	122,406	-	255,006	(132,600)
PERS LT Liability	1,363,254	1,363,254	-	(729,334)	2,092,589
Other Post Employment Benefits	257,213	257,213	-	267,576	(10,363)
Total LT Liabilities	1,742,873	1,742,873	-	(206,752)	1,949,625
Deferred Inflows					
Deferred Inflows - Pension	579,221	579,221	-	732,394	(153,173)
Deferred Inflows - OPEB	236,744	236,744	-	263,988	(27,244)
Deferred Inflows - Leases	182,814	182,814	-	262,898	(80,084)
Total Deferred Inflows	998,780	998,780	-	1,259,281	(260,501)
Total Liabilities	3,498,953	3,478,979	19,974	1,738,160	1,760,793
NET POSITION					
Investment in Capital Assets	9,572,051	9,572,051	-	8,848,891	723,161
Current Year Net Income	1,915,882	2,261,512	(345,630)	1,857,255	58,626
Total Net Position	11,487,933	11,833,563	(345,630)	10,706,146	781,787
Total Liabilities and Net Position	14,986,886	15,312,542	(325,656)	12,444,306	2,542,580



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
REVENUES & EXPENDITURES
February 29, 2024



FIRE DEPARTMENT OPERATIONS

	Actual YTD Feb-24	Budget YTD Feb-24	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Feb-23	Over/ (under) to PY
Rate Revenue	-	-	\$ -	\$ -	\$ -	0.0%	-	\$ -
Tax Revenue	\$ 2,821,333	\$ 2,821,333	\$ 0	\$ 4,232,000	\$ 1,410,667	66.7%	\$ 2,569,348	\$ 251,985
Strike Team/ /Station 22 Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 30,928	\$ (30,928)
Rental Revenue	\$ 27,855	\$ 28,470	\$ (615)	\$ 42,705	\$ 14,850	65.2%	\$ 27,258	\$ 597
Inspections	\$ 25,383	\$ 6,667	\$ 18,716	\$ 10,000	\$ -	253.8%	\$ (14,405)	\$ 39,788
Administration	\$ 208,608	\$ 183,352	\$ 25,256	\$ 275,028	\$ 66,420	75.8%	\$ 66,182	\$ 142,425
Total Revenue	\$ 3,083,178	\$ 3,039,822	\$ 43,356	\$ 4,559,733	\$ 1,491,937	67.6%	\$ 2,679,312	\$ 403,867
Salaries & Wages	\$ 1,154,811	\$ 1,219,861	\$ (65,051)	\$ 1,829,792	\$ 674,981	63.1%	\$ 1,168,920	\$ (14,109)
Employee Benefits	\$ 738,874	\$ 861,497	\$ (122,622)	\$ 1,292,245	\$ 553,371	57.2%	\$ 716,530	\$ 22,344
Billable Wages & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 30,928	\$ (30,928)
Admin Salaries & Benefits	\$ 214,287	\$ 203,668	\$ 10,619	\$ 305,502	\$ 91,215	70.1%	\$ 174,327	\$ 39,959
Materials & Supplies	\$ 14,509	\$ 22,933	\$ (8,424)	\$ 34,400	\$ 19,891	42.2%	\$ 16,858	\$ (2,348)
Maintenance Equipment	\$ 8,896	\$ 17,277	\$ (8,381)	\$ 25,915	\$ 17,019	34.3%	\$ 17,445	\$ (8,549)
Facilities: Maintenance & Repairs	\$ 22,342	\$ 18,255	\$ 4,087	\$ 27,383	\$ 5,041	81.6%	\$ 21,628	\$ 714
Training & Memberships	\$ 8,010	\$ 14,500	\$ (6,490)	\$ 21,750	\$ 13,740	36.8%	\$ 7,025	\$ 985
Vehicle Repair/Maintenance	\$ 41,889	\$ 21,533	\$ 20,355	\$ 32,300	\$ (9,589)	129.7%	\$ 19,368	\$ 22,521
Board Expenses	\$ 11,335	\$ 11,833	\$ (499)	\$ 17,750	\$ 6,415	63.9%	\$ 8,122	\$ 3,212
Consulting	\$ 169,697	\$ 172,595	\$ (2,898)	\$ 258,893	\$ 89,196	65.5%	\$ 51,923	\$ 117,774
Insurance	\$ 32,475	\$ 34,883	\$ (2,409)	\$ 52,325	\$ 19,850	62.1%	\$ 30,153	\$ 2,322
Rents/Licenses & Permits	\$ 43,240	\$ 53,145	\$ (9,905)	\$ 79,717	\$ 36,477	54.2%	\$ 34,857	\$ 8,383
Office Expenses	\$ 5,551	\$ 17,775	\$ (12,224)	\$ 26,663	\$ 21,112	20.8%	\$ 9,625	\$ (4,074)
Travel, Meetings & Recruitment	\$ 9,574	\$ 11,400	\$ (1,826)	\$ 17,100	\$ 7,526	56.0%	\$ 5,634	\$ 3,940
Utilities	\$ 56,797	\$ 49,365	\$ 7,431	\$ 74,048	\$ 17,251	76.7%	\$ 40,482	\$ 16,314
Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
Total Expenses	\$ 2,532,285	\$ 2,730,522	\$ (198,237)	\$ 4,095,783	\$ 1,563,498	61.8%	\$ 2,353,826	\$ 178,459
Operating Surplus (Deficit)	\$ 550,894	\$ 309,300	\$ 241,594	\$ 463,950			\$ 325,486	\$ 225,407
Depreciation	\$ 158,788	\$ 158,792	\$ (4)	\$ 238,188	\$ 79,400	66.7%	\$ 158,788	\$ -
Net Surplus (Deficit)	\$ 392,105	\$ 150,508	\$ 241,597	\$ 225,762			\$ 166,698	\$ 225,407

66.7% of the Budgeted Year Expended

Highlights

- Revenue** is at \$3.1M for the year. This is \$404K more than PY, due mostly to increased property tax and grant revenue.
- Salaries, Benefits, and Billable Wages** are under plan. There remains two open fire fighter positions.
- Admin Salaries & Benefits**: One third of the administration salaries are allocated to the Fire Department.
- Facilities: Maint & Repair** is slightly over budget due to the quarterly HVAC maintenance agreement, generator permit, and bathroom roof leak repair from PY.
- Vehicle Repair/Maint** includes significant repairs needed for Engine 21 (\$26,000 total). These were not budgeted.
- Consulting** is on plan due to the OV-1 and OV-4 Fuels Reduction Projects. These are budgeted. This is grant funded.
- In total we are 67% through the year. Revenues are at 68% of the budget and expenses are at 62%.
- Compared to PY at this time, our net surplus is \$225K more, mostly due to more tax revenue and grants.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
GOVERNMENTAL BALANCE SHEET
 February 29, 2024



	Balance Feb-24	Balance Jan-24	Change Prior Month	Balance Feb-23	Change Prior Year
ASSETS					
Current Assets					
Cash	211,913	211,913	-	25,119	186,794
Accounts Receivable	144,381	145,194	(813)	2,819	141,562
Prepaid Expenses	174,521	209,555	(35,035)	135,893	38,628
Total Current Assets	530,815	566,662	(35,847)	163,831	366,984
Noncurrent Assets					
Open Projects	136,637	83,720	52,917	298,132	(161,495)
Property, Plant, & Equipment	8,582,240	8,582,240	-	8,263,390	318,850
Accumulated Depreciation	(4,132,757)	(4,112,908)	(19,849)	(3,921,704)	(211,052)
Lease Receivable	96,049	96,049	-	133,473	(37,423)
Intercompany	600,041	565,602	34,439	(590,145)	1,190,187
Total Noncurrent Assets	5,282,211	5,214,704	67,508	4,183,144	1,099,067
Deferred Outflows					
Deferred Outflows - Pension	1,872,899	1,872,899	-	1,247,452	625,448
Deferred Outflows - OPEB	139,636	139,636	-	125,756	13,880
Total Deferred Outflows	2,012,536	2,012,536	-	1,373,208	639,328
Total Assets	7,825,562	7,793,902	31,660	5,720,183	2,105,379
LIABILITIES					
Current Liabilities					
Accounts Payable	6,739	22,810	(16,071)	-	6,739
Accrued Expenses	-	-	-	-	-
Payroll Liabilities	476,886	467,586	9,300	492,151	(15,265)
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	-	-	-	-	-
Total Current Liabilities	483,624	490,395	(6,771)	492,151	(8,526)
Long-Term Liabilities					
Building and Land Loans	-	-	-	-	-
PERS LT Liability	3,252,575	3,252,575	-	1,023,540	2,229,035
Other Post Employment Benefits	228,095	228,095	-	238,867	(10,772)
Total LT Liabilities	3,480,670	3,480,670	-	1,262,407	2,218,263
Deferred Inflows					
Deferred Inflows - Pension	352,253	352,253	-	716,724	(364,470)
Deferred Inflows - OPEB	217,083	217,083	-	241,243	(24,160)
Deferred Inflows - Leases	91,407	91,407	-	131,449	(40,042)
Total Deferred Inflows	660,744	660,744	-	1,089,415	(428,672)
Total Liabilities	4,625,038	4,631,808	(6,771)	2,843,973	1,781,065
NET POSITION					
Investment in Capital Assets	2,808,419	2,808,419	-	2,709,513	98,907
Current Year Net Income	392,105	353,674	38,431	166,698	225,407
Total Net Position	3,200,524	3,162,093	38,431	2,876,210	324,314
Total Liabilities and Net Position	7,825,562	7,793,902	31,660	5,720,183	2,105,379



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
REVENUES & EXPENDITURES
February 29, 2024



CAPITAL RESERVES OPERATIONS

	YTD Actual Feb-24	YTD Budget Feb-24	Over/ (under) to Budget	Annual Budget	Remaining Budget	YTD % to Budget	YTD Prior Yr Feb-23	Over/ (under) to Prior Yr
Connection Fees	9,467	34,667	(25,199)	52,000	42,533	18.2%	44,020	(34,553)
Placer Cty Tax	2,586,368	2,395,876	190,491	4,356,139	1,769,771	59.37%	2,427,969	158,399
HOPTR	10,219	29,041	(18,822)	43,561	33,342	23.5%	11,931	(1,712)
Interest	246,054	29,331	216,723	43,997	(202,057)	559.3%	81,486	164,567
Grants	-	-	-	-	-	0.0%	-	-
Total Revenue	2,852,108	2,488,915	363,193	4,495,697	1,643,589	63.4%	2,565,406	286,702
Transfers to Utility and Fire	2,888,000	2,888,000	-	4,332,000	1,444,000	66.7%	2,602,681	285,319
Capital Reserve Expenditures	85,639	78,411	7,228	78,411	(7,228)	109.2%	78,914	6,726
Total Expenses	2,973,639	2,966,411	7,228	4,410,411	1,436,772	67.4%	2,681,595	292,044
Net Surplus (Deficit)	(121,532)	(477,496)	355,964	85,286	206,818		(116,189)	(5,343)

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 were zero new connections during the month of February.
- The District has received the Estimated Allocation of Property Taxes for Fiscal Year 2024, also known as the "September Surprise".
- The total anticipated tax revenue, less any fees from the county is estimated to be \$4,584,000.
- This is an increase over the prior year actual revenue received by \$245,000 or 5.65%. It is \$263,000 greater than the budgeted amount.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
CAPITAL RESERVES
BALANCE SHEET
 February 29, 2024



	Balance Feb-24	Balance Jan-24	Change Prior Month	Balance Feb-23	Change Prior Year
ASSETS					
Current Assets					
Cash	9,888,317	11,347,861	(1,459,544)	9,463,945	424,372
Accounts Receivable	-	4,887	(4,887)	-	-
Prepaid Expenses	-	-	-	-	-
Total Current Assets	9,888,317	11,352,747	(1,464,430)	9,463,945	424,372
Noncurrent Assets					
Open Projects	-	-	-	-	-
Property, Plant, & Equipment	-	-	-	-	-
Accumulated Depreciation	-	-	-	-	-
Lease Receivable	-	-	-	-	-
Intercompany	139,035	(1,000,323)	1,139,358	2,410,699	(2,271,664)
Total Noncurrent Assets	139,035	(1,000,323)	1,139,358	2,410,699	(2,271,664)
Deferred Outflows					
Deferred Outflows - Pension	-	-	-	-	-
Deferred Outflows - OPEB	-	-	-	-	-
Total Deferred Outflows	-	-	-	-	-
Total Assets	10,027,352	10,352,424	(325,072)	11,874,645	(1,847,292)
LIABILITIES					
Current Liabilities					
Accounts Payable	-	-	-	-	-
Accrued Expenses	-	-	-	-	-
Payroll Liabilities	-	-	-	-	-
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	-	-	-	-	-
Total Current Liabilities	-	-	-	-	-
Long-Term Liabilities					
Building & Land Loans	-	-	-	-	-
PERS LT Liability	-	-	-	-	-
Other Post Employment Benefits	-	-	-	-	-
Total LT Liabilities	-	-	-	-	-
Deferred Inflows					
Deferred Inflows - Pension	-	-	-	-	-
Deferred Inflows - OPEB	-	-	-	-	-
Total Deferred Inflows	-	-	-	-	-
Total Liabilities	-	-	-	-	-
NET POSITION					
Investment in Capital Assets	-	-	-	-	-
Water Capital	1,336,859	1,336,859	-	1,358,561	(21,702)
Sewer Capital	454,589	454,589	-	428,841	25,748
Fire Capital	196,973	196,973	-	184,415	12,557
Water FARF	2,392,681	2,392,681	-	3,194,745	(802,064)
Sewer FARF	3,783,748	3,783,748	-	3,937,124	(153,376)
Garbage FARF	139,165	139,165	-	148,842	(9,678)
Fire FARF	1,748,754	1,748,754	-	2,652,685	(903,931)
Bike Trail Snow Removal FARF	96,115	96,115	-	85,619	10,496
Current Year Net Income	(121,532)	203,541	(325,072)	(116,189)	(5,343)
Total Net Position	10,027,352	10,352,424	(325,072)	11,874,645	(1,847,292)
Total Liabilities and Net Position	10,027,352	10,352,424	(325,072)	11,874,645	(1,847,292)



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
REVENUES & EXPENDITURES - INTERNAL USE ONLY
 February 29, 2024



COMBINED OPERATIONS

	Actual YTD Feb-24	Budget YTD Feb-24	Over/ (under) YTD	Total Budget	Remaining Budget	YTD % to Budget	Actual YTD Feb-23	Over/ (under) to PY
Rate Revenue	\$ 4,315,186	\$ 4,325,856	\$ (10,670)	\$ 4,325,856	\$ 10,670	99.8%	\$ 4,085,356	\$ 229,830
Tax Revenue	\$ 2,596,586	\$ 2,424,917	\$ 171,669	\$ 4,399,700	\$ 1,803,114	59.0%	\$ 2,439,900	\$ 156,687
Connection Fees	\$ 9,467	\$ 34,667	\$ (25,199)	\$ 52,000	\$ 42,533	18.2%	\$ 44,020	\$ (34,553)
Rental Revenue	\$ 84,408	\$ 85,411	\$ (1,003)	\$ 128,116	\$ 43,708	65.9%	\$ 82,600	\$ 1,808
Bike Trail	\$ 30,150	\$ 29,273	\$ 877	\$ 46,000	\$ 15,850	65.5%	\$ 29,271	\$ 880
Billable Wages & Capital Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 30,928	\$ (30,928)
Grants	\$ 172,755	\$ 100,000	\$ 72,755	\$ 150,000	\$ (22,755)	115.2%	\$ 145,945	\$ 26,810
Administration & Interest	\$ 523,799	\$ 360,307	\$ 163,492	\$ 540,461	\$ 16,662	96.9%	\$ 193,992	\$ 329,807
Inspections	\$ 25,383	\$ 6,667	\$ 18,716	\$ 10,000	\$ -	253.8%	\$ (14,405)	\$ 39,788
Dedications	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -
Total Revenue	\$ 7,757,734	\$ 7,367,097	\$ 390,637	\$ 9,652,133	\$ 1,909,782	80.4%	\$ 7,037,606	\$ 720,128
Salaries & Wages	\$ 2,299,425	\$ 2,314,495	\$ (15,070)	\$ 3,471,742	\$ 1,172,317	66.2%	\$ 2,170,011	\$ 129,414
Employee Benefits	\$ 1,164,736	\$ 1,287,450	\$ (122,714)	\$ 1,931,174	\$ 766,438	60.3%	\$ 1,109,598	\$ 55,138
Billable Wages & Capital Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 30,928	\$ (30,928)
Admin Salaries & Benefits	\$ 214,287	\$ 203,668	\$ 10,619	\$ 305,502	\$ 91,215	70.1%	\$ 174,327	\$ 39,959
Materials & Supplies	\$ 106,218	\$ 94,100	\$ 12,118	\$ 141,150	\$ 34,932	75.3%	\$ 79,696	\$ 26,522
Maintenance Equipment	\$ 23,276	\$ 57,210	\$ (33,934)	\$ 85,815	\$ 62,539	27.1%	\$ 26,120	\$ (2,844)
Facilities: Maintenance & Repairs	\$ 50,437	\$ 79,433	\$ (28,996)	\$ 119,149	\$ 68,712	42.3%	\$ 59,845	\$ (9,408)
Training & Memberships	\$ 28,933	\$ 32,391	\$ (3,458)	\$ 48,587	\$ 19,654	59.5%	\$ 29,398	\$ (464)
Vehicle Repair/Maintenance	\$ 72,007	\$ 50,600	\$ 21,407	\$ 75,900	\$ 3,893	94.9%	\$ 43,321	\$ 28,685
Garbage	\$ 245,750	\$ 238,048	\$ 7,702	\$ 357,072	\$ 111,322	68.8%	\$ 219,879	\$ 25,871
Board Expenses	\$ 47,847	\$ 47,084	\$ 763	\$ 70,626	\$ 22,779	67.7%	\$ 32,607	\$ 15,240
Consulting	\$ 221,166	\$ 252,901	\$ (31,735)	\$ 379,351	\$ 158,185	58.3%	\$ 107,689	\$ 113,477
Insurance	\$ 97,679	\$ 96,601	\$ 1,079	\$ 144,901	\$ 47,222	67.4%	\$ 81,988	\$ 15,691
Rents/Licenses & Permits	\$ 74,819	\$ 93,913	\$ (19,094)	\$ 140,870	\$ 66,051	53.1%	\$ 79,874	\$ (5,055)
Office Expenses	\$ 31,615	\$ 70,327	\$ (38,712)	\$ 105,490	\$ 73,875	30.0%	\$ 45,675	\$ (14,060)
Travel, Meetings & Recruitment	\$ 25,883	\$ 21,817	\$ 4,065	\$ 32,726	\$ 6,843	79.1%	\$ 12,612	\$ 13,271
Utilities	\$ 176,557	\$ 160,619	\$ 15,938	\$ 240,928	\$ 64,371	73.3%	\$ 128,458	\$ 48,100
Bike Trail	\$ 13,232	\$ 14,000	\$ (768)	\$ 21,000	\$ 7,768	63.0%	\$ 21,861	\$ (8,629)
Interest	\$ 91,815	\$ 85,742	\$ 6,073	\$ 89,407	\$ (2,408)	102.7%	\$ 90,356	\$ 1,459
Total Expenses	\$ 4,985,681	\$ 5,200,398	\$ (214,717)	\$ 7,761,390	\$ 2,775,709	64.2%	\$ 4,544,244	\$ 441,437
Operating Surplus (Deficit)	\$ 2,772,053	\$ 2,166,700	\$ 605,354	\$ 1,890,743			\$ 2,493,362	\$ 278,691
Depreciation	\$ 585,598	\$ 593,146	\$ (7,548)	\$ 878,403	\$ 292,804	66.7%	\$ 585,598	\$ -
Net Surplus (Deficit)	\$ 2,186,455	\$ 1,573,553	\$ 612,902	\$ 1,012,340			\$ 1,907,764	\$ 278,691

66.7% of the Budgeted Year Expended



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
COMBINED BALANCE SHEET - INTERNAL USE ONLY
February 29, 2024**



	Balance Feb-24	Balance Jan-24	Change Prior Month	Balance Feb-23	Change Prior Year
ASSETS					
Current Assets					
Cash	12,006,199	12,566,638	(560,439)	10,887,925	1,118,274
Accounts Receivable	426,565	463,064	(36,498)	318,408	108,157
Prepaid Expenses	263,306	313,863	(50,557)	219,631	43,675
Total Current Assets	12,696,070	13,343,564	(647,494)	11,425,964	1,270,106
Noncurrent Assets					
Open Projects	1,482,117	1,380,490	101,627	1,488,449	(6,332)
Property, Plant, & Equipment	37,446,050	37,446,050	-	35,998,381	1,447,669
Accumulated Depreciation	(23,164,409)	(23,091,209)	(73,200)	(22,413,930)	(750,479)
Lease Receivable	288,148	288,148	-	400,418	(112,269)
Intercompany	0	0	(0)	-	0
Total Noncurrent Assets	16,051,907	16,023,480	28,427	15,473,318	578,588
Deferred Outflows					
Deferred Outflows - Pension	3,824,829	3,824,829	-	2,899,317	925,512
Deferred Outflows - OPEB	266,994	266,994	-	240,534	26,460
Total Deferred Outflows	4,091,823	4,091,823	-	3,139,851	951,972
Total Assets	32,839,800	33,458,867	(619,068)	30,039,134	2,800,666
LIABILITIES					
Current Liabilities					
Accounts Payable	35,350	81,654	(46,305)	304	35,045
Accrued Expenses	227,486	200,897	26,589	234,257	(6,771)
Payroll Liabilities	859,629	826,709	32,920	842,717	16,912
Customer Deposits	-	-	-	-	-
Current Portion-LT Debt	118,461	118,461	-	100,504	17,957
Total Current Liabilities	1,240,925	1,227,721	13,204	1,177,782	63,142
Long-Term Liabilities					
Building Loan	122,406	122,406	-	255,006	(132,600)
PERS LT Liability	4,615,829	4,615,829	-	294,206	4,321,624
Other Post Employment Benefits	485,308	485,308	-	506,443	(21,135)
Total LT Liabilities	5,223,543	5,223,543	-	1,055,655	4,167,888
Deferred Inflows					
Deferred Inflows - Pension	931,475	931,475	-	1,449,118	(517,643)
Deferred Inflows - OPEB	453,827	453,827	-	505,231	(51,404)
Deferred Inflows - Leases	274,222	274,222	-	394,347	(120,125)
Total Deferred Inflows	1,659,524	1,659,524	-	2,348,696	(689,173)
Total Liabilities	8,123,991	8,110,787	13,204	4,582,133	3,541,858
NET POSITION					
Investment in Capital Assets	12,380,470	12,380,470	-	11,558,403	822,067
Water Capital	1,336,859	1,336,859	-	1,358,561	(21,702)
Sewer Capital	454,589	454,589	-	428,841	25,748
Fire Capital	196,973	196,973	-	184,415	12,557
Water FARF	2,392,681	2,392,681	-	3,194,745	(802,064)
Sewer FARF	3,783,748	3,783,748	-	3,937,124	(153,376)
Garbage FARF	139,165	139,165	-	148,842	(9,678)
Fire FARF	1,748,754	1,748,754	-	2,652,685	(903,931)
Bike Trail Snow Removal FARF	96,115	96,115	-	85,619	10,496
Current Year Net Income	2,186,455	2,818,726	(632,271)	1,907,764	278,691
Total Net Position	24,715,809	25,348,080	(632,271)	25,457,001	(741,192)
Total Liabilities and Net Position	32,839,800	33,458,867	(619,068)	30,039,134	2,800,666



Olympic Valley Public Service District



Fund Balance Statement February 29, 2024

	February 2024	Yield Rate February 2024	February 2023	Yield Rate February 2023
Operating Funds:				
BMO - Checking	\$1,719,908		\$1,088,036	
Office Petty Cash	\$200		\$200	
Total Operating Funds: Water & Sewer	\$1,720,108		\$1,088,236	
Investment Funds:				
BMO - Money Market Capital	\$809,678	1.20%	\$1,263,044	0.01%
ProEquities - Certificate of Deposit #1 5/3/2023	-	3.10%	\$246,000	3.10%
ProEquities - Certificate of Deposit #2 6/6/2024	\$246,000	2.70%	\$246,000	2.70%
ProEquities - Certificate of Deposit #3 2/18/2025	\$249,000	4.85%	\$249,000	4.85%
ProEquities - Certificate of Deposit #4 4/10/2026	\$244,000	4.20%	\$244,000	4.20%
ProEquities - Certificate of Deposit #5 5/4/2027	\$246,000	3.05%	\$246,000	3.05%
ProEquities - Certificate of Deposit #6 2/15/2028	\$244,000	3.75%	\$244,000	3.75%
ProEquities - Money Market	\$323,880	4.96%	\$16,395	4.22%
Placer County- FD30144	\$2,958,606	3.57%	\$2,193,758	2.48%
Placer County-FD30146	\$2,235,165	3.57%	\$2,299,376	2.48%
Cal Class Investment Fund	\$2,109,757	5.44%	\$2,000,359	4.71%
Placer County - Investment Fund FD32004	\$216,399	3.45%	\$209,817	2.23%
L.A.I.F.	\$26,347	4.12%	\$25,479	2.62%
CalPERS CEPPT (pension) Trust	\$466,801	4.38%	\$228,029	1.31%
CalPERS CERBT (OPEB) Trust	\$163,589	4.93%	\$50,035	2.00%
Total Capital Reserve Funds:	\$10,539,223		\$9,761,292	
Total Funds On Deposit:	\$12,259,331		\$10,849,528	

Investments are in compliance with adopted Investment Policies

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

Exh: D-7



Olympic Valley Public Service District
 Bike Trail Snow Removal-Project Summary
 As of February 28,2024



Revenue	Budget	Billed YTD	Received YTD	Remaining Budget	YTD % to Budget
Placer County	\$ 47,380	\$ 30,150	\$ 21,535	\$ 25,845	45%

Expenses	Budget	Expensed YTD	Remaining Budget	YTD % to Budget
Snow blower - payment to FARF	\$ 25,000	\$ -	\$ 25,000	0%
Labor, Materials, Fuel, etc.	22,380	13,232	9,148	59%
Total Expenses	\$ 47,380	\$ 13,232	\$ 34,148	28%
Net Surplus (Deficit)	\$ -	\$ 16,918		

64% of the Budgeted Year Expended

Currently in Reserves	\$ 96,115
Anticipated left over at end of season	\$ 25,000
Total Surplus (Deficit) at end of season	\$ 121,115



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



ANNUAL GARBAGE BILLING – 3rd QUARTER 2023/2024

DATE: March 26, 2024

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 2023 – June 2024 the residential dwelling unit rate is \$28.10/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 1,062 residential dwelling units amounting to payment of \$89,470.40 for the quarter. See below:

1st Quarter Payment September 2023.

July:	1,058 Residential Dwelling Units @ \$28.10/mo =	\$29,729.80
August:	1,058 Residential Dwelling Units @ \$28.10/mo =	\$29,729.80
September:	1,058 Residential Dwelling Units @ \$28.10/mo =	<u>\$29,729.80</u>
Total Paid:		\$89,189.40

Adjustments:

Total July – September: 1,058

2nd Quarter Payment December 2023.

October:	1,060 Residential Dwelling Units @ \$28.10/mo =	\$29,786.00
November:	1,062 Residential Dwelling Units @ \$28.10/mo =	\$29,842.20
December:	1,062 Residential Dwelling Units @ \$28.10/mo =	<u>\$29,842.20</u>
Total Paid:		\$89,470.40

Adjustments:

10/01/23	Palisades	343 Creeks End	+1 Full Yr.
10/01/23	Palisades	363 Creeks End	+1 Full Yr.
11/01/23	Palisades	225 Smiley	+1 Full Yr.
11/01/23	Palisades	3101 Mountain Links	+1 Full Yr.

Total October – December: 1,062

3rd Quarter Payment March 2024.

January:	1,060 Residential Dwelling Units @ \$28.10/mo =	\$29,786.00
February:	1,062 Residential Dwelling Units @ \$28.10/mo =	\$29,842.20
March:	1,062 Residential Dwelling Units @ \$28.10/mo =	<u>\$29,842.20</u>
Total Paid:		\$89,470.40

Total January – March: 1,062

ALTERNATIVES: 1. Approve payment of \$89,470.40 for services rendered for the third quarter of fiscal year 2024.

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 the quarterly payment per our contract and avoid stopping services.

ATTACHMENTS: None

DATE PREPARED: March 11, 2024

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
PROGRESS PAYMENT REPORT

EXHIBIT # D - 9
 2 Pages

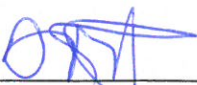
PROJECT TITLE: **Water Meter Replacement Project**
Badger Meter
 PROJECT NUMBER: **10-00-150035**
 CONTRACTOR NAME **Badger Meter**
 & ADDRESS: **4545 W. Brown Deer Rd.**
PO Box 245036
Milwaukee, WI 53224-6536

DATE: 03/12/2024
 PAYMENT ESTIMATE #: 18
 PERIOD: Thru February 2024

BID AMOUNT: \$ 364,533.77
 NET CHANGE ORDERS: \$0.00
 ADJUSTED CONTRACT AMOUNT: \$364,533.77
 WORK COMPLETED: \$ 352,018.49
 % WORK COMPLETED: 97%

ORIGINAL TIME: N/A
 REVISED TIME: _____
 TIME ELAPSED: _____
 % TIME ELAPSED: _____

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
EARNINGS:			
Work Completed	\$ 343,301.45	\$ 8,717.04	\$ 352,018.49
Retention on Work Completed	\$ -	\$ -	\$ -
Net Earnings on Work Completed	<u>\$ 343,301.45</u>	<u>\$ 8,717.04</u>	<u>\$ 352,018.49</u>
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
Net Earnings On Materials	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL NET EARNINGS	<u>\$ 343,301.45</u>	<u>\$ 8,717.04</u>	<u>\$ 352,018.49</u>
DEDUCTIONS:			
1.			\$ -
2.			\$ -
3.			\$ -
Total Deductions	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
OTHER ADJUSTMENTS:			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
Total Adjustments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL ADJUSTED EARNINGS	<u>\$ 343,301.45</u>	<u>\$ 8,717.04</u>	<u>\$ 352,018.49</u>
LESS PREVIOUS PAYMENTS			<u>\$ (343,301.45)</u>
PAYMENT DUE THIS ESTIMATE			<u>\$ 8,717.04</u>

APPROVED BY: 
 David Hunt, Interim General Manager

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 53288-8223

INVOICE NUMBER	DATE
1643021	03/12/24
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 OLYMPIC VALLEY ROAD
 P O BOX 2026
 OLYMPIC VALLEY, CA 96146

SHIP TO CUSTOMER: 3
 OLYMPIC VALLEY PSD
 305 OLYMPIC VALLEY RD
 OLYMPIC VALLEY, CA 96146

CUSTOMER PO#	SHIPPING TERMS	FREIGHT CARRIER
DAVE	FREIGHT PREPAID/ADD TO INVOICE	FedEx Freight - Priority
ORDER DATE	INCO TERMS	TRACKING NUMBER
08/17/23	FCA FACTORY	8966663425
PROPOSAL #	FINAL DESTINATION	WAREHOUSE / ORDER#
	UNITED STATES	MM 1193436

LINE	PRODUCT DEFINITION	UNIT PRICE	EXTENDED PRICE USD
3	Badger Meter Item: 106-0117 EB-EHD-PXXP-E5-CA-19CE-E6Y2-XXT2-XX-B0A Ordered: 2.000 Shipped: 2.000 5307 KATHY RICHARDS PRODUCT TYPE EB - E-SERIES G2 ULTRASONIC LEAD FREE B-ALLOY (NSF-61-372) METER TYPE EHD - 6" ROUND (6x24) W/ TEST PLUG WATER APPLICATION P - POTABLE CONNECTIONS/GASKETS XX - NONE -NONE ACCESSORIES P - PRESSURE REGISTRATION E5 - ENCODER TECHNOLOGY CA - FOR CONNECTIVITY TO ORION REGISTRATION FACE 1 - STANDARD UNIT OF MEASURE/DIAL RES 9C - 9 DIAL - 1 GALLON VISUAL BILLING UNITS E - 1,000 TESTING E6 - BADGER STD (TS-562 & TS-773) SERIALIZATION METER Y2 - YR MFG 9D & PBB APPLICATION XX - NONE WIRING METHOD T2 - TWIST TIGHT W_SHIELD - 5 FT (MTR, ASSY) ENDPOINT SHIPMENT MODE XX - N/A CUSTOMER ID B0A - BADGER METER STANDARD (ID=B0A) RELEASE STATUS REL - RELEASED	3945.0000	7890.00
	Sub Total		7890.00
	Freight		255.01
	Total Tax		572.03
	Total		8717.04

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 - 10
 2 Pages

PROJECT TITLE: **Climate Change Modeling**

DATE: 02/29/2024
 PAYMENT ESTIMATE #: 2

PROJECT NUMBER: **10-09-732000**


PERIOD: February 2024

CONTRACTOR NAME **UES**
 & ADDRESS: **6995 Sierra Center Pkwy**
Reno, NV 89511

BID AMOUNT: \$ 33,108.00
 NET CHANGE ORDERS: \$ -
 ADJUSTED CONTRACT AMOUNT: \$ 33,108.00
 WORK COMPLETED: \$ 26,891.00
 % WORK COMPLETED: 81%

ORIGINAL TIME: N/A
 REVISED TIME: _____
 TIME ELAPSED: _____
 % TIME ELAPSED: _____

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
EARNINGS:			
Work Completed	\$ 12,859.50	\$ 14,031.50	\$ 26,891.00
Retention on Work Completed	\$ -	\$ -	\$ -
Net Earnings on Work Completed	\$ 12,859.50	\$ 14,031.50	\$ 26,891.00
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
Net Earnings On Materials	\$ -	\$ -	\$ -
TOTAL NET EARNINGS	\$ 12,859.50	\$ 14,031.50	\$ 26,891.00
DEDUCTIONS:			
1.			\$ -
2.			\$ -
3.			\$ -
Total Deductions	\$ -	\$ -	\$ -
OTHER ADJUSTMENTS:			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
Total Adjustments	\$ -	\$ -	\$ -
TOTAL ADJUSTED EARNINGS	\$ 12,859.50	\$ 14,031.50	\$ 26,891.00
LESS PREVIOUS PAYMENTS			\$ (12,859.50)
PAYMENT DUE THIS ESTIMATE			\$ 14,031.50

APPROVED BY: 
 David Hunt, Interim General Manager



Formerly McGinley &
Associates, INC.
6995 Sierra Center Pkwy
Reno, NV 89511
(775) 829-2245

Invoice




Date	Invoice #
2/29/2024	31575

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

Project Location
CLIMATE CHANGE COORDINATION AND REVIEW OLYMPIC VALLEY, PLACER COUNTY, CA

P.O. No.	Terms	Due Date	Project No.	Proj. Man.
	Net 30	3/30/2024	OVPSD003-Cli...	

Description	Qty	Rate	Amount
Principal	45	235.00	10,575.00
Staff Hydrogeologist	17.75	140.00	2,485.00
GIS Specialist	6.5	140.00	910.00
Administration	0.75	82.00	61.50
Services provided 2/1/24 thru 2/29/24: 1) Climate Change Modeling 2) Report Prep 3) Board Presentation			

NOW ACCEPTING   	Total	\$14,031.50
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Please remit to address above

Payments/Credits	\$0.00
Balance Due	DA \$14,031.50

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
PROGRESS PAYMENT REPORT

EXHIBIT # D - 11
 3 Pages

PROJECT TITLE: **OVPSD/OVMWC Intertie Project**
Planning, Design, and Construction Support
 PROJECT NUMBER: **10-00-150081**

DATE: 03/01/2024
 PAYMENT ESTIMATE #: 24

PERIOD: February 2024

CONTRACTOR NAME **DOWL, LLC**
 & ADDRESS: **5510 Longley Lane**
Reno, NV 89511

BID AMOUNT: \$ 148,783.00
 NET CHANGE ORDERS: \$ 52,279.00
 ADJUSTED CONTRACT AMOUNT: \$ 201,062.00
 WORK COMPLETED: \$ 129,131.18
 % WORK COMPLETED: 64%

ORIGINAL TIME: N/A
 REVISED TIME: _____
 TIME ELAPSED: _____
 % TIME ELAPSED: _____

	<u>PREVIOUS</u>	<u>CURRENT</u>	<u>TO DATE</u>
EARNINGS:			
Work Completed	\$ 127,366.18	\$ 1,765.00	\$ 129,131.18
Retention on Work Completed	\$ -	\$ -	\$ -
Net Earnings on Work Completed	\$ 127,366.18	\$ 1,765.00	\$ 129,131.18
Materials on Hand			\$ -
Retention on Materials	\$ -	\$ -	\$ -
Net Earnings On Materials	\$ -	\$ -	\$ -
TOTAL NET EARNINGS	\$ 127,366.18	\$ 1,765.00	\$ 129,131.18
DEDUCTIONS:			
1.			\$ -
2.			\$ -
3.			\$ -
Total Deductions	\$ -	\$ -	\$ -
OTHER ADJUSTMENTS:			
1. Release Retention			\$ -
2.			\$ -
3.			\$ -
Total Adjustments	\$ -	\$ -	\$ -
TOTAL ADJUSTED EARNINGS	\$ 127,366.18	\$ 1,765.00	\$ 129,131.18
LESS PREVIOUS PAYMENTS			\$ (127,366.18)
PAYMENT DUE THIS ESTIMATE			\$ 1,765.00

APPROVED BY: 

 David Hunt, Interim General Manager



DAVE HUNT
 OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
 305 OLYMPIC VALLEY ROAD
 OLYMPIC VALLEY, CA 96146-2026

March 1, 2024
 Invoice No: R4136.2205.PW - 16

Invoice Total \$1,765.00

Project R4136.2205.PW Olympic Valley PSD - MWC Intertie
 Description of Services: Coordination with client; Meeting; Preparation for Bid
Period January 28, 2024 to February 24, 2024

Phase 004 Task 4.0 - Detailed Design

Professional Personnel

	Hours	Rate	Amount	
Engineer II				
Dunn, Courtney	4.50	135.00	607.50	
Engineer III				
Marshall, Travis	3.25	150.00	487.50	
Engineer V				
Johnson, Kenneth	1.00	190.00	190.00	
Engineer VI				
Oto, David	.50	200.00	100.00	
Totals	9.25		1,385.00	
Total Labor				1,385.00

Phase 005 Task 5.0 - Bidding Assistance

Professional Personnel

	Hours	Rate	Amount	
Engineer V				
Johnson, Kenneth	2.00	190.00	380.00	
Totals	2.00		380.00	
Total Labor				380.00

INVOICE TOTAL \$1,765.00

Invoice Summary

DOWL, LLC

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
305 OLYMPIC VALLEY ROAD
OLYMPIC VALLEY CA 96146-2026

Invoice Date: 3/1/2024
Invoice: 000000000016
Project: R4136.2205.PW
Project Name: Olympic Valley PSD -
MWC Intertie

Description	Contract Amount	Prior Billed	Current Billed	Total Billed	Remaining
Phase 001 - Task 1.0 - Project Management	8,940.00	7,499.25	0.00	7,499.25	1,440.75
Phase 002 - Task 2.0 - Intertie Hydraulic Modeling &	28,522.00	28,521.15	0.00	28,521.15	0.85
Phase 003 - Task 3.0 - Survey	14,380.00	14,410.28	0.00	14,410.28	-30.28
Phase 004 - Task 4.0 - Detailed Design	74,960.00	76,935.50	1,385.00	78,320.50	-3,360.50
Phase 005 - Task 5.0 - Bidding Assistance	5,340.00	0.00	380.00	380.00	4,960.00
Phase 006 - Task 6.0 - Construction Administration	32,920.00	0.00	0.00	0.00	32,920.00
Phase 007 - Task 7.0 - Construction Observation	36,000.00	0.00	0.00	0.00	36,000.00
Grand Total	201,062.00	127,366.18	1,765.00	129,131.18	71,930.82

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #925
FEBRUARY 27, 2024

<https://www.ovpsd.org/board-agenda-february-2024>

A. Call to Order, Roll Call and Pledge of Allegiance.

Director Hudson called the meeting to order at 8:30 a.m.

Directors Present: Dale Cox*, Bill Hudson, Fred Ilfeld, and Katrina Smolen.

*Director joined via noticed teleconference.

Directors Absent: Katy Hover-Smoot**

**Director joined via un-noticed teleconference.

Staff Present: Jessica Asher, Program Manager & Board Secretary; Gary Bell, Legal Counsel; Brandon Burks, Operations Manager; Brad Chisholm, Fire Chief; Sam Donahue, Operations Superintendent; Mike Geary, General Manager; Dave Hunt, District Engineer and Interim General Manager; Alexa Kinsinger, Assistant Engineer; Danielle Mueller, Finance & Administration Manager; and the OVFD Professional Firefighters (Chris DeDeo, Keith Erickson, Jeff Geigle, Kurt Gooding, Scott Halterman, John Rogers, Josh Rytter, Travis Smith, and Hans Walde)

Others Present: Jean Lange, Allison Silverstein, Dwight Smith, and David Stepner.

Captain DeDeo led the Pledge of Allegiance.

B. Community Informational Items.

B-1 Olympic Valley Watershed Alliance (OVWA) – None.

B-2 Friends of Olympic Valley (FoOV) – None.

B-3 Olympic Valley Design Review Committee (OVDRC) – None.

B-4 Olympic Valley Municipal Advisory Council (OVMAC) – Mr. Stepner shared that Placer County has received construction bids for replacement of the field surface and the playground structure at the Olympic Valley Park. He also provided information about the status of the Environmental Impact Report (EIR) certification for the SNOW Museum.

B-5 Olympic Valley Mutual Water Company (OVMWC) – Mr. Stepner provided an update on the Company's SCADA replacement project, recent operational changes, and the status of the loans which funded recent water system improvement projects.

B-6 Firewise Community – Mr. Stepner and Chief Chisholm shared information on the Fire Safe Council of Nevada County which hired Jason Hajduk-Dorworth as the Eastern Firewise and Resiliency Coordinator. They are optimistic that he will be a good resource for the Firewise Communities throughout the region (including in Placer and El Dorado Counties).

B-7 Capital Projects Advisory Committee (CAP) – Ms. Mueller shared that there was a joint meeting with the Transient Occupancy Tax (TOT) and Tourism Business Improvement District (TBID) committees and summarized some of the larger projects requesting funding from the CAP.

B-8 Tahoe-Truckee Sanitation Agency (T-TSA) – Director Cox reviewed the T-TSA Board Meeting summary highlighting the ongoing transition from chlorine gas to sodium hypochlorite, and new technology for nutrient removal being considered by the agency.

C. Public Comment/Presentation.

Mr. Stepner shared information about the success of the Mountaineer program. There was a brief discussion about the employee shuttle program from Reno which is funded by commercial entities and the Truckee/North Tahoe Transportation Management Association.

Kurt Gooding, OVFD Engineer-Paramedic, provided public comment on behalf of the OVFD Professional Firefighters regarding their unanimous opinion that a North Tahoe Fire Protection District/OVFD consolidation is the best way for the Department to serve the community and provided their reasoning. The letter that Mr. Gooding read was provided to the Board and is available to the public, upon request.

The Board asked that staff make this issue a top priority, understanding that we do not want to rush any decisions. They would like a financial analysis to be presented first, which will inform decisions on next steps. The Board requested that the Regular March Board meeting include (1) the first draft of relevant financial scenarios; (2) that General Counsel provide information regarding the process for consolidation and briefly present other revenue options discussed in the financial analysis (such a parcel tax or benefit assessment); and (3) Chief Chisholm provide qualitative components of the analysis such as levels of service changes. If the items cannot be reported on directly, they requested staff convey a timeline on how and when the information may be presented, and what consultants may be needed. The Board thanked the Professional Firefighters for their presence and comment.

D. Financial Consent Agenda Items.

Director Hover-Smoot and Smolen convened with staff on February 27th, 2024, from approximately 7:45 – 8:10 A.M. to review items D-1 through D-11, F-2, F-3, and other finance-related items on the agenda. Ms. Mueller provided a summary of the meeting.

There was a brief discussion about the progress payment to Shields Consulting Engineering for the 305 Olympic Valley Rd. HVAC Improvement Project. Mr. Hunt explained that Shields Consulting Engineering provided a third-party review of the design prepared by SEED, Inc. which highlighted design and contracting options for the District to move the project forward.

Public Comment –

Ms. Lange asked if the District's electricity bill from Liberty Utility has increased significantly. Ms. Mueller responded that the rates have increased noticeably. Mr. Stepner asked if the District's investments were diversified, Ms. Mueller responded that they are.

Director Smolen made a motion to approve the financial consent agenda, which was seconded by Director Ilfeld. A roll call vote was taken; the motion passed.

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

E. Approve Minutes.

E-1 Minutes for the Board of Directors Regular Meeting of January 30th, 2024.

The Board reviewed the item, accepted public comment, and approved the minutes for the Board of Directors meeting of January 30th, 2024.

Ms. Asher noted that Ms. Mueller requested a revision to the minutes for item B-7 clarifying that there were 38 applications to the four funding agencies (CAP, Transient Occupancy Tax (TOT), Tourism Business Improvement District (TBID), and TBID Zone 1); not 38 applications for CAP Funding.

Public Comment – None.

Director Smolen made a motion to approve the minutes of the Board of Directors meeting of January 30th, 2024, as amended, which was seconded by Director Ilfeld. A roll call vote was taken, and the motion passed.

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

F. Old and New Business.

F-1 Climate Change Modeling for the Sufficiency of Supply Assessment.

The Board reviewed the item and accepted public comment.

Directors Smolen and Hudson announced a conflict of interest due to employment with Palisades Tahoe and left the room.

The Board took a break from 9:45-9:55.

Mr. Hunt reviewed the staff report and Mr. Smith of UES, formerly McGinley and Associates, provided a presentation which was included in the Board Exhibit. The modeling demonstrated that under the 2070 Central Tendency Climate scenario, four of the simulated municipal wells have model water levels below 65% aquifer saturated thickness during the critical dry year conditions. The more extreme climate conditions (drier with extreme warming and wetter with moderate warming) produced similar results. The aquifer is simulated to substantially refill (up to at least 84%) in all years. In future climate scenarios the total precipitation remains static compared with current conditions, but will likely fall as rain rather than snow, resulting in a peak runoff and cessation of stream flow earlier in the water year. Mr. Hunt reminded the group that demands on the aquifer have historically been much higher than the present condition due to implementation of water meters, conversion to low flow fixtures, rate structure changes, and infrastructure improvements. The presentation concluded with stating the importance of the proposed Water Management Action Plan for water supply management and well functionality, since peak runoff will shift earlier in time and the seasonal dry period for pumping from storage will become longer. Staff reinforced that the climate change model will be used as another tool that allows the District to proactively manage the Olympic Valley aquifer.

Staff clarified that in accordance with the mitigation measures included in the EIR and protections that will be included in the development agreement, there will be project level studies and approvals to ensure adequate water supply at the time development; these studies will complement the capacity and reliability studies performed by the District as needed, on average every five years. Additionally, the wells that are constructed as part of the Palisades Tahoe Village Development will be dedicated to the District allowing the District staff to properly manage the aquifer. Lastly, if there is a water shortage, the District can manage water use among the District's customers through the conservation measures included in the water code.

The Board thanked Mr. Smith for the work and highlighted the importance of collaborative management among the aquifer water pumpers moving forward.

Public Comment –

The public asked technical questions related to the modeling throughout the presentation, which Mr. Smith and staff responded to. Discussion resulting from public comments are included in the summary above.

This item was taken out of order.

F-6 First Round Interviews for the General Manager Position.

Mr. Geary reviewed the interview process with the Board.

The Board remained in open session; however, recording was stopped for the interview process to protect the confidentiality of the applicants and the District's interview process/questioning. The Board considered two (2) applicants who expressed interest in serving as the District's General Manager.

Public Comment – None.

F-2 Budget Preparation Schedule.

The Board reviewed the item and accepted public comment.

Ms. Mueller reviewed the staff report highlighting the changes to the budget preparation schedule compared with previous years. The ordinance to adopt next year's rates and charges will be considered one-month earlier than in the past allowing for a 30-day period prior to effective date. Accordingly, the Proposition 218 notice will be brought to the Board for approval in March.

Public Comment – None.

F-3 CalPERS Unfunded Accrued Liability – Additional Payment.

The Board reviewed the item, accepted public comment, and approved an additional payment towards the Unfunded Accrued Liability (UAL) for the CalPERS Miscellaneous Pension Plan in the amount of \$200,000.

Ms. Muller reviewed the staff report. The District targets a 90% funding level for the CAL PERS UAL. According to the most recent actuarial valuation report as of June 30, 2022, the plan is 86.7% funded. As such, during the most recent budget cycle, the Board approved an additional \$200,000 payment to the UAL for the Miscellaneous Group.

Public Comment – None.

Director Ilfeld made a motion to approve an additional payment towards the Unfunded Accrued Liability (UAL) for the CalPERS Miscellaneous Pension Plan in the amount of \$200,000. The motion was seconded by Director Cox. A roll call vote was taken, and the motion passed.

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

F-4 Approve 2023-2024 Employee Salary Schedules Revision.

The Board reviewed the item, accepted public comment, and adopted Resolution 2024-02 approving the FY 2023-2024 Employee Salary Schedules Revision.

Mr. Hunt reviewed the resolution which is required due to the approval of the Interim General Manager position, the resolution also provides ministerial changes to the Fire Department salary schedule as there is no longer an *Incoming* Fire Chief.

Public Comment – None.

Director Cox made a motion to adopt Resolution 2024-02 approving the FY 2023-2024 Employee Salary Schedules Revision, which was seconded by Director Hudson. A roll call vote was taken. The motion passed.

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

F-5 California Special Districts Association (CSDA) – Board of Directors Nominations Seat A

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

Ms. Asher reviewed the staff report.

Public Comment – None.

G. Management Status Reports.

G-1 Fire Department Report

Chief Chisholm reviewed the report highlighting a recent meeting with Caltrans, the World Cup event at Palisades Tahoe, the surplus item sale, the Chevrolet Tahoe vehicle delivery, and the Department's efforts to improve communications, during normal operations and during an incident.

G-2 Water & Sewer Operations Report

Mr. Burks reviewed the report which included information about water system maintenance and the bacteriological tests over the past few months. There was a brief discussion about the increasing difficulty to maintain a non-chlorinated water system.

G-3 Engineering Report

Mr. Hunt reviewed the report highlighting the status of current projects. The bid for the District/Mutual Water Company Intertie Project was noticed on February 27th and staff is hopeful to award the construction contract in March. The OVMWC Board approved the cost share proposal, approved by the District's Board in January. The Granite Chief "A-Line" Sewer has had some momentum, and the Water and Sewer Committee will be kept informed on the project with a committee meeting likely in March.

G-4 Administration & Office Report

Ms. Asher reviewed the report.

G-5 General Manager Report

None.

G-6 Legal Report (verbal)

None.

G-7 Directors' Comments (verbal)

The Board requested an agenda item to change committee assignments with Director Hudson and Director Hover-Smoot switching places on the personnel and finance committees.

Director Ilfeld made a motion, seconded by Director Smolen to adjourn to closed session at 2:50 P.M. A roll call vote was taken, and the motion passed.

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

H. Closed Session.

H- 1 Closed Session – Public Employment.

The Board met in Closed Session pursuant to Government Code §54957 et al regarding the public employment of the General Manager. Only the item on the agenda was discussed, no action was taken.

H- 2 Closed Session – Public Employee Performance Evaluation.

The Board met in Closed Session pursuant to Government Code §54957 et al regarding performance evaluation of the General Manager. Only the item on the agenda was discussed, no action was taken.

H-3 Closed Session – District Labor Negotiations.

The Board met in Closed Session pursuant to Government Code §54957.6 et al regarding District labor negotiations. Only the item on the agenda was discussed, no action was taken.

Director Ilfeld made a motion, seconded by Director Cox to adjourn to open session at 3:18 P.M. A roll call vote was taken, and the motion passed.

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

I. Possible Action from Closed Session.

I-1 Fire Department MOU – Negotiator Consultant

The Board reviewed the item, accepted public comment, approved the proposal from Patrick Clark Consulting to act as Lead Negotiator for the MOU between the District and the International Union of Operating Engineers, Stationary Engineers, Local 39 representing the Fire Department for a not to exceed amount of \$20,000, and approved a budget amendment in the same amount.

Mr. Hunt reviewed the staff report.

Public Comment – None.

Director Cox made a motion to approve the proposal from Patrick Clark Consulting to act as Lead Negotiator for the MOU between the District and the International Union of Operating Engineers, Stationary Engineers, Local 39 representing the Fire Department for a not to exceed amount \$20,000, and to approve a budget amendment in the same amount. The motion was seconded by Director Ilfeld. A roll call vote was taken, and the motion passed.

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

J. Adjourn.

Director Ilfeld made a motion, seconded by Director Cox to adjourn at 3:21 P.M. The motion passed.

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

By, J. Asher

DRAFT

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES #926
MARCH 13, 2024

<https://www.ovpsd.org/special-board-meeting-march-2024>

A. Call to Order, Roll Call and Pledge of Allegiance.

Director Hover-Smoot called the meeting to order at 3:35 p.m.

Directors Present: Dale Cox*, Katy Hover-Smoot, Fred Ilfeld*, and Katrina Smolen.

*Director joined via noticed teleconference.

Directors Absent: Bill Hudson**

** Director joined at 4:30 via unnoticed teleconference

Staff Present: Jessica Asher, Program Manager & Board Secretary and Dave Hunt, Interim General Manager/District Engineer.

Others Present: None.

President Cox led the Pledge of Allegiance.

B. Public Comment/Presentation.

None.

C. 2024 Committee Assignments and Appointments.

The Board reviewed the item, accepted public comment, and the 2024 Committee assignments and appointments were updated.

Ms. Asher reviewed the staff report.

The Committee Assignments moving forward are as follows:

STANDING COMMITTEES			
COMMITTEE	MEETING HELD	MEMBERS	TERM
Personnel & Administrative	As Needed	Chair Ilfeld, Member Hover-Smoot	Appointed Annually in December
Water & Sewer	As Needed	Chair Cox, Member Smolen	Appointed Annually in December
Finance & Budget	Prior to Board Meeting	Chair Hudson, Member Smolen	Appointed Annually in December
Fire Department	As Needed	Chair Hudson, Member Hover-Smoot	Appointed Annually in December
Garbage	As Needed	Chair Cox, Member Hover-Smoot	Appointed Annually in December
AD-HOC COMMITTEES			
Olympic Valley Mutual Water Company	As Needed	Chair Ilfeld, Member Hudson	As Needed
OTHER APPOINTMENTS			
T-TSA	3 rd Wednesday	Director Cox	11/1/2022 – 8/31/2026
GMP Advisory	As Needed	General Manager	Appointed by Board
GMP Implementation	As Needed	Full Board	Not Applicable
North Tahoe Transportation Authority	As Needed	Director Hudson	Appointed by Board

Public Comment – None.

Director Ilfeld made a motion to approve the updated 2024 Committee Assignments as referenced above, which was seconded by Director Cox. A roll call vote was taken; the motion passed.
Cox – Yes | Hover-Smoot – Yes | Hudson – Absent | Ilfeld – Yes | Smolen – Yes

D. Appoint District’s Negotiators for the General Manager Employment Contract.

The Board reviewed the item, accepted public comment, and designated the Personnel Committee as the representatives for negotiation of the General Manager Employment Contract in accordance with Government Code section 54957.6.

Mr. Hunt reviewed the staff report.

Public Comment – None.

Director Cox made a motion, seconded by Director Smolen, to appoint the Personnel Committee as the lead negotiators for the General Manager Employment Contract. A roll call vote was taken; the motion passed.

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

E. Appoint District’s Negotiators for the Fire Department Memorandum of Understanding (MOU).

The Board reviewed the item, accepted public comment, and designated Patrick Clark with the Personnel Committee as the representatives for negotiation of the MOU between the District and the International Union of Operating Engineers (IUOE), Stationary Engineers, Local 39 representing the Fire Department personnel in accordance with Government Code section 54957.6.

Mr. Hunt reviewed the staff report. Director Hover-Smoot voiced that she may be traveling for portions of April and May and requested that another Director sit in, if needed, due to timing. Staff provided assurances that Patrick Clark would be the primary negotiator and that another Director could participate on the personnel committee if needed.

Public Comment – None.

Director Cox made a motion, seconded by Director Smolen to appoint Patrick Clark with the Personnel Committee as the lead negotiators for the MOU between the District and the International Union of Operating Engineers (IUOE), Stationary Engineers, Local 39 representing the Fire Department personnel in accordance with Government Code section 54957.6. A roll call vote was taken; the motion passed.

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

F. Second Round Interviews for the General Manager Position.

The Board considered one (1) applicant who expressed interest in serving as the District's General manager.

Recording was stopped for the interview process to respect the confidentiality of the candidate and the District's interview process and questioning.

Public Comment – None.

Director Hover-Smoot made a motion, seconded by Director Cox to adjourn to closed session at 4:31 P.M. A roll call vote was taken, and the motion passed.

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

G. Closed Session – Conference with Labor Negotiators.

The Board met in Closed Session pursuant to Government Code §54957.6 et al regarding District labor negotiations. Only the action on the agenda, District Labor Negotiations related to the General Manager Employment Contract, was discussed, no action was taken.

Director Hudson joined the meeting via teleconference, but did not vote.

Director Hover-Smoot made a motion, seconded by Director Cox to adjourn to open session at 4:50 P.M. A roll call vote was taken, and the motion passed.

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

H. Possible Action from Closed Session - General Manager Recruitment.

The Board reviewed the item, accepted public comment, and authorized the Interim General Manager to enter negotiations with the selected candidate for the General Manager position.

Public Comment – None.

Director Hover-Smoot made a motion to authorize the Interim General Manager to enter negotiations with the selected candidate for the General Manager position. The motion was seconded by Director Cox. A roll call vote was taken, and the motion passed.

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

I. Adjourn.

Director Hover-Smoot made a motion, seconded by Director Ilfeld to adjourn at 4:52 P.M. A roll call vote was taken, and the motion passed.

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

By, J. Asher



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



Fiscal Year 2024-25 Budget Memorandum

DATE: March 26th, 2024

TO: District Board Members

FROM: Danielle Mueller, Finance & Administration Manager

SUBJECT: 2024-25 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 \$800,000 per year, the sewer FARF at \$500,000 per year, and the Fire FARF at \$300,000 to be fully funded.

The 2024-25 rate increases (e.g., 3% for water, 3% for sewer, and 8% for Garbage) provide funding to achieve budgeted revenue requirements. The water and sewer rate increases are consistent with the cost-of-living adjustment to the Utility and Admin Department. The garbage increase is a result of the contract with Truckee Tahoe Sierra Disposal increasing 6%, as well as the District's increase in services such as green-waste disposal days, green-waste bin rebates, and bear box rebates. For this first draft, total rate revenue is budgeted to be approximately \$4.4 million. The water billing cycle will end at the end of April 2024 at which point the rate revenue for the FY 2024-25 budget will be finalized. Please see the current Prop. 218 rate notice attached which is scheduled to be mailed on April 12th.

The District actively pursues and applies for grant funding that becomes available. Open grants for the utility department currently include \$404,000 for the Mutual Water Intertie. Open grants for the Fire Department currently include \$540,000 for the North Ridge fuels reduction project, \$50,000 to thin the lodgepoles that stand at the S-turns on Olympic Valley Road, and \$45,000 for design and permitting for 150-foot-wide fuel breaks surrounding the perimeter of various structures in the valley. The fiscal year 2025 budget reflects a portion of these projects the District expects to complete and collect grant monies for.

Wages and benefits for staff in the Operations and Administration Departments are receiving a cost-of-living adjustment (COLA) of 3.03% per the current negotiated MOU. The COLA is determined by the Consumer Price Index (CPI) as estimated by the U.S. Bureau of Labor Statistics (BLS). The Fire Department is currently in negotiations for a new MOU to go into effect on July 1, 2024. Bryce Consulting was hired to conduct a salary survey, and those results are pending. However, this draft assumes a 10% increase across all positions. Additionally, some employees will receive promotions, step increases and educational incentives.

Minimum required contributions to the CalPERS Unfunded Accrued Pension Liability (UAL) for the Miscellaneous group will be \$44,000 in the current year, up from \$0 in the prior year. The District dropped from a 100% funding level to an 87% funding level as of the June 30, 2022 valuation (which determines contributions for the 2025 fiscal year). This is due to a CalPERS investment loss in fiscal year 2022 of -6.1%. The Fire Department minimum required contribution increased by \$61,000, to \$273,000. The June 30, 2022 valuation shows the Fire Department dropped from a 90% funded level to 79%. The Fire Department is

expected to reach a 90% funding level in Fiscal Year 2032. This assumes CalPERS reaches its annual target investment return of 6.8%. However, we know for fiscal year 2023, CalPERS only saw a 6.1% investment return. This will slightly impact the funding level and contributions necessary for fiscal year 2026.

In June 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. In FY2025, at a minimum, the District will contribute another \$50,000 to the CERBT, split equally between the Fire and Utility Department, 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 \$250,000. This is scheduled to be paid off by August of 2025, three years ahead of schedule, and is being paid with funds budgeted by the Utility Department. The total principal and interest payment for FY24-25 is budgeted at \$125,000.

The District has approximately \$2.1 million in capital projects planned for the coming year. This includes \$720,000 for phase 1 for the HVAC replacement at 305 Olympic Valley Road, \$675,000 for construction of the Mutual Intertie, \$200,000 for year two of a District-wide water meter replacement program, \$125,000 for sewer line rehabilitation, \$75,000 to refurbish the Fire Department Type 1 Engine, \$17,000 for turnout gear replacement, and various other projects to the two buildings owned by the District.

Ad Valorem property tax revenue is estimated to increase 2.37% from the anticipated 2024 revenue, for a total of \$4,692,000. This is calculated using the 2023/24 Placer County assessed property tax multiplied by the 2024/25 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 30th, 2024 Board meeting, a third draft for the May 28th, 2024 Board meeting, with a final draft and adoption scheduled for the June 25th, 2024 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 \$4.4 million in rate revenue and \$4.7 million in tax revenue annually. These funds are used to cover operations, pay for capital projects (estimated to be over \$8.8 million over the next 5 years), pay off the CalPERS unfunded accrued liability (\$5.1 million as of June 30th, 2024), 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 2024-25 Budget (1 page)
- Utility Operating Budget for Fiscal Year 2024-25 (1 page)
- Fire Operating Budget for Fiscal Year 2024-25 (1 page)
- Capital Projects Summary: FY 2024-25 Budget (1 page)
- Water FY 2025-29 Proposed Budget (6 pages)
- Water Capital Improvements: FY 2025-29 Proposed Budget (2 pages)
- Water 100-year FARF projection (1 page)
- Sewer FY 2025-29 Proposed Budget (6 pages)
- Sewer Capital Improvements: FY 2025-29 Proposed Budget (1 page)
- Sewer 100-year FARF projection (1 page)
- Fire FY 2025-29 Proposed Budget (6 pages)
- Fire Capital Improvements: FY 2025-29 Proposed Budget (1 page)
- Fire 100-year FARF projection (1 page)
- Prop 218 Rate Increase Notice FY2025 (2 pages)

DATE PREPARED: March 19th, 2024



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

FINANCIAL SUMMARY FOR BUDGET YEAR 2024 - 2025



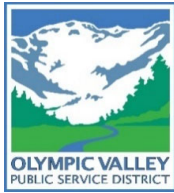
	Water	Sewer	Garbage	Bike Trail	Total Utility	Total Fire	Water Capital	Sewer Capital	I&I	Fire Capital	Consolidated
	3%	3%	8%	0%							
Revenue											
Rate Revenue	\$ 2,257,298	\$ 1,721,581	\$ 397,245	\$ -	\$ 4,376,124	\$ -	\$ 20,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 4,428,124
Tax Revenue	100,000	100,000	-	-	200,000	4,492,000					4,692,000
Other Misc Revenue	223,203	178,543		47,380	449,126	470,284					919,410
Total Revenue	2,580,501	2,000,124	397,245	47,380	5,025,250	4,962,284	20,000	10,000	10,000	12,000	10,039,534
Expenses											
Payroll & Benefits	1,321,683	1,321,683	1,500	-	2,644,866	3,741,556					6,386,422
Operating Expenses	626,464	371,201	398,216	22,380	1,418,261	876,136					2,294,398
Debt											
Building Loan	81,738	36,723			118,461	-					118,461
PERS UAL Additional Payment	-	-			-	-					-
Contributions											
FARF Contributions	550,000	250,000	-	25,000	825,000	300,000					1,125,000
Total Expenses, Debt, & Contributions	2,579,885	1,979,607	399,716	47,380	5,006,588	4,917,693	-	-	-	-	9,924,280
Surplus (Loss)	616	20,517	(2,471)	-	18,662	44,592	20,000	10,000	10,000	12,000	115,253
Surplus FARF/Capital Contributions	(616)	(20,517)	2,471	-	(18,662)	(44,592)	(20,000)	(10,000)	(10,000)	(12,000)	(115,253)
Balance	-	-	-	-	-	-	-	-	-	-	-
Capital /FARF Rollforward											
Begin Balance 7/1/24	2,240,235	3,756,291	133,000	105,619	6,235,144	1,728,228	1,276,859	326,900	166,818	201,973	9,935,922
Capital Projects	(581,333)	(453,833)	-	-	(1,035,167)	(377,376)	(675,000)	-	-	(60,000)	(2,147,543)
Contributions (from above)	550,616	270,517	(2,471)	25,000	843,662	344,592	20,000	10,000	10,000	12,000	1,240,253
End Balance 6/30/25	2,209,517	3,572,975	130,529	130,619	6,043,639	1,695,444	621,859	336,900	176,818	153,973	9,028,633



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
UTILITY & ADMINISTRATIVE DEPARTMENT
OPERATING BUDGET FOR FISCAL YEAR 2024-2025**



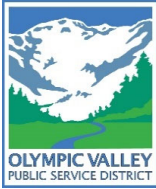
	2022 - 23 ACTUAL	2023 - 24 BUDGET	2023 - 24 EXPECTED	2024-25 BUDGET	Inc/ (Dec) from Prior Year	% CHANGE
REVENUES:						
Water Revenue - Rates	\$ 2,178,142	\$ 2,298,575	\$ 2,247,544	\$ 2,257,298	\$ 9,754	0.4%
Water Revenue - Property Tax	128,744	50,000	100,000	100,000	-	0.0%
Sewer Revenue - Rates	1,578,202	1,655,203	1,701,653	1,721,581	19,928	1.2%
Sewer Revenue - Property Tax	138,744	50,000	100,000	100,000	-	0.0%
Garbage Revenue	331,453	363,285	365,987	397,245	31,258	8.5%
Rental Revenue	80,084	85,411	83,000	86,216	3,216	3.9%
Bike Trail Snow Removal	46,000	46,000	47,380	47,380	-	0.0%
Grants, Surplus, Admin, Billable	442,178	371,437	405,810	315,530	(90,281)	-22.2%
TOTAL REVENUE:	\$ 4,923,547	\$ 4,919,910	\$ 5,051,374	\$ 5,025,250	\$ (26,125)	-0.5%
OPERATING EXPENSES:						
Salaries & Wages	\$ 1,481,728	\$ 1,641,950	\$ 1,713,590	\$ 1,816,281	\$ 102,691	6.0%
Benefits	2,278,396	738,929	741,484	828,585	87,100	11.7%
Field Expenses	691,955	685,925	719,670	725,110	5,440	0.8%
Board Expenses	50,307	52,876	51,900	52,876	976	1.9%
Consulting Services	96,595	120,458	107,400	165,668	58,268	54.3%
Insurance	77,948	92,576	97,896	104,650	6,754	6.9%
Licenses/Permits/Contracts	56,685	61,153	47,367	53,576	6,209	13.1%
Office Expenses	59,409	78,827	63,043	59,680	(3,363)	-5.3%
Travel, Meetings & Recruitment	12,905	15,626	20,500	20,500	-	0.0%
Utilities	72,679	166,880	180,071	207,050	26,979	15.0%
Bike Trail	37,087	21,000	22,380	22,380	-	0.0%
Interest & Misc	15,743	10,996	10,996	6,771	(4,225)	-38.4%
TOTAL OPERATING EXPENSES	\$ 4,931,437	\$ 3,687,197	\$ 3,776,297	\$ 4,063,127	\$ 286,830	7.6%
Net Income (Loss) Before Non-Operating Expenses	\$ (7,890)	\$ 1,232,713	\$ 1,275,077	\$ 962,122	\$ (312,954)	(0)
NON - OPERATING EXPENSES:						
Building Loan	397,265	114,643	114,643	118,461	3,818	3.3%
Additional Building Loan Payment	-	-	-	-	-	0.0%
TOTAL NON-OPERATING EXPENSES	\$ 397,265	\$ 114,643	\$ 114,643	\$ 118,461	\$ 3,818	
OPERATING SURPLUS/ (LOSS)	\$ (405,155)	\$ 1,118,070	\$ 1,160,434	\$ 843,662	\$ (316,772)	(0)
TRANSFER TO FARF	405,155	(1,118,070)	(1,160,434)	(843,662)	316,772	0
BALANCE	-	-	-	-	-	-



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
FIRE DEPARTMENT
OPERATING BUDGET FOR FISCAL YEAR 2024-2025**



	2022 - 23 ACTUALS	2023 - 24 BUDGET	2023 - 24 EXPECTED	2024-25 BUDGET	Inc/ (Dec) from Prior Year	% CHANGE
REVENUES:						
Property Tax	\$ 4,071,509	\$ 4,232,000	\$ 4,357,000	\$ 4,492,000	\$ 135,000	3.10%
Mutual Aid	10,765	-	-	-	-	0%
Rental Revenue	40,042	42,705	41,500	43,108	1,608	4%
Inspection Fees	(9,404)	10,000	30,000	20,000	(10,000)	-33%
Grants, Admin & Misc	135,474	275,028	324,847	407,176	82,330	25%
TOTAL REVENUE:	\$ 4,248,386	\$ 4,559,733	\$ 4,753,347	\$ 4,962,284	\$ 208,938	4.4%
OPERATING EXPENSES:						
Salaries & Wages	\$ 1,788,124	\$ 1,829,792	\$ 1,838,609	\$ 1,958,790	\$ 120,181	6.5%
Benefits	2,346,903	1,296,745	1,613,786	1,464,192	(149,593)	-9.3%
Admin Salaries & Benefits	271,720	305,502	305,502	318,574	13,072	4.3%
Field Expenses	126,280	141,748	159,338	161,483	2,145	1.3%
Board Expenses	16,704	17,750	18,125	17,125	(1,000)	-5.5%
Consulting Services	57,138	258,893	258,263	416,183	157,920	61.1%
Insurance	46,040	52,325	48,711	52,364	3,653	7.5%
Licenses/Permits/Contracts	67,792	79,717	76,425	91,870	15,445	20.2%
Office Expenses	18,333	26,663	20,763	23,663	2,900	14.0%
Travel, Meetings & Recruitment	14,453	17,100	17,100	15,000	(2,100)	-12.3%
Utilities	67,787	74,048	84,468	98,448	13,980	16.6%
Interest & Misc		-			-	0.0%
TOTAL OPERATING EXPENSES	\$ 4,821,275	\$ 4,100,283	\$ 4,441,089	\$ 4,617,693	\$ 176,603	4.0%
Net Income (Loss) Before Non-Operating Expenses	\$ (572,889)	\$ 459,450	\$ 312,257	\$ 344,592	\$ 32,334	
NON - OPERATING EXPENSES:						
CalPERS UAL Payments	300,000	-	-	-	-	0%
TOTAL NON-OPERATING EXPENSES	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
NET OPERATING INC/ (DEC)	\$ (872,889)	\$ 459,450	\$ 312,257	\$ 344,592	\$ 32,334	10%
TRANSFER TO FARF	\$ 872,889	\$ (459,450)	\$ (312,257)	\$ (344,592)	\$ (32,334)	-10%
BALANCE	-	-	-	-	-	-



**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
CAPITAL PROJECT SUMMARY
PROPOSED BUDGET 2024-2025**



	PROJECT COST	WATER DEPT	SEWER DEPT	GARBAGE DEPT	Fire DEPT
CAPITAL IMPROVEMENTS					
Water Capital					
Mutual Intertie	675,000	675,000			
Sewer Capital					
Sewer Bypass Trailer and Hose	35,000		35,000		
Fire Capital					
Regional Training Facility	50,000				50,000
District Training Facility	10,000				10,000
TOTAL CAPITAL IMPROVEMENTS	770,000	675,000	35,000	-	60,000
CAPITAL REPLACEMENTS (FARF's)					
Water					
Residential Meter Replacements	200,000	200,000			
Easter Booster Pipe & Valve Replacement	45,000	45,000			
East Booster Pump Station - Replacement	7,500	7,500			
Hydrants	25,000	25,000			
Sewer					
Sewer Line Rehabilitation/Replacement	125,000		125,000		
SCADA Replacement	25,000		25,000		
Fire					
Type 1 Engine 2WD Refurbish	75,000				75,000
Turnout Gear Replacement	17,363				17,363
Air Compressor	7,500				7,500
Radios	6,180				6,180
Shared Assets					
305 HVAC	720,000	240,000	240,000		240,000
Ford F-150 Service Truck	50,000	25,000	25,000		
SCBA Cart	20,000	10,000	10,000		
305 AC Slurry Seal/Pave Patch	25,000	8,333	8,333		8,333
305 Replace Lights	17,500	5,833	5,833		5,833
305 Kitchen Appliance	10,000	2,500	2,500		5,000
305 Replace Locks	10,000	3,333	3,333		3,333
1810 Exterior Stain Wood Siding	11,500	3,833	3,833		3,833
1810 AC Slurry Seal/Pave Patch	15,000	5,000	5,000		5,000
TOTAL CAPITAL REPLACEMENTS (FARF's)	1,412,543	581,333	453,833	-	377,376
TOTAL CAPITAL PROJECTS	2,182,543	1,256,333	488,833	-	437,376

**Olympic Valley PSD
Water Budget
Escalation Factors**

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues						
Customer Growth	Budgeted	Budgeted	0.8%	0.8%	0.8%	0.8%
Property Tax Revenues	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
Miscellaneous Revenues	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
Expenses						
Labor	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
Water Dept. Labor	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
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	3.0%	3.0%	3.0%	3.0%
Equipment	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
Miscellaneous	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
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%
Interest	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
New Debt Service						
Low Interest Loans						
Term in Years	20	20	20	20	20	20
Rate	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Revenue Bond						
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 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues						
<i>Rate Revenues</i>						
<i>Total Rate Revenues</i>	\$2,247,544	\$2,257,298	\$2,274,228	\$2,291,284	\$2,308,469	\$2,325,783
<i>Non-Operating Revenues</i>						
<i>Total Non-Operating Revenues</i>	\$436,526	\$323,203	\$267,643	\$217,851	\$247,037	\$238,726
Total Revenues	\$2,684,070	\$2,580,501	\$2,541,871	\$2,509,136	\$2,555,506	\$2,564,508
<u>Water Department Expenses</u>						
Salaries & Wages						
<i>Total Salaries & Wages</i>	\$407,468	391,928	\$403,686	\$415,797	\$428,271	\$441,119
Employee Benefits						
<i>Total Employee Benefits</i>	\$175,457	189,445	\$197,055	\$204,990	\$213,264	\$221,893
Materials and Supplies						
<i>Total Materials and Supplies</i>	\$95,204	\$102,450	\$105,524	\$108,689	\$111,950	\$115,308
Maintenance Equipment						
<i>Total Maintenance Equipment</i>	\$24,520	\$24,480	\$25,214	\$25,971	\$26,750	\$27,552
Facilities-Maint/Repair						
<i>Total Facilities-Maint/Repair</i>	\$67,633	\$74,467	\$63,051	\$63,653	\$64,272	\$64,910

Olympic Valley PSD
Water Budget
Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Training & Memberships						
<i>Total Training & Memberships</i>	\$19,000	\$19,900	\$20,298	\$20,704	\$21,118	\$21,540
Vehicle Maintenance & Repair						
<i>Total Vehicle Maintenance & Repair</i>	\$21,551	\$22,800	\$23,484	\$24,189	\$24,914	\$25,662
Total Water Department Expenses	\$810,831	\$825,470	\$838,312	\$863,992	\$890,539	\$917,985
Administration Expenses						
Salaries & Wages (50% Allocation)						
<i>Total Salaries & Wages</i>	\$488,116	515,462	\$517,021	\$532,532	\$548,508	\$564,963
Employee Benefits (50% Allocation)						
<i>Total Employee Benefits</i>	\$154,836	224,847	\$231,943	\$241,432	\$251,333	\$261,663
Board Expenses (50% Allocation)						
<i>Total Board Expenses</i>	\$25,950	\$26,438	\$26,472	\$26,506	\$26,541	\$26,577
Consulting (50% Allocation)						
<i>Total Consulting</i>	\$53,700	\$87,834	\$90,469	\$93,183	\$95,979	\$98,858
Insurance (50% Allocation)						
<i>Total Insurance</i>	\$48,948	\$52,325	\$53,895	\$55,512	\$57,177	\$58,892
Special Fees (50% Allocation)						
<i>Total Special Fees</i>	\$23,684	\$27,163	\$27,706	\$28,260	\$28,826	\$29,402

Olympic Valley PSD
Water Budget
Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Office Expenses (50% Allocation)						
<i>Total Office Expenses</i>	\$31,521	\$29,840	\$26,615	\$27,414	\$28,236	\$29,083
Travel & Meetings (50% Allocation)						
<i>Total Travel & Meetings</i>	\$10,250	\$10,250	\$10,455	\$10,664	\$10,877	\$11,095
Utilities						
<i>Total Utilities</i>	\$121,873	\$143,845	\$149,599	\$155,583	\$161,806	\$168,278
Interest and Misc						
<i>Total Interest and Misc</i>	\$7,587	4,672	\$1,660	\$0	\$0	\$0
Total Administration Expenses	\$966,465	\$1,122,677	\$1,135,835	\$1,171,086	\$1,209,282	\$1,248,812
Total Operations & Maintenance	\$1,777,296	\$1,948,147	\$1,974,147	\$2,035,078	\$2,099,822	\$2,166,797
Annual Debt Service						
Facility Loan	79,104	81,738	84,460	-	-	-
Additional Facility Loan Payment	-	-	-	-	-	-
CalPERS Additional UAL Payments	100,000	-	-	-	-	-
CalPERS Pension Adjustment	300,000					
<i>Total Annual Debt Service</i>	\$479,104	\$81,738	\$84,460	\$0	\$0	\$0
Net Annual Debt Service	\$479,104	\$81,738	\$84,460	\$0	\$0	\$0
Rate Funded Capital (CRP)	\$400,000	\$550,000	\$575,000	\$650,000	\$700,000	\$800,000

Olympic Valley PSD
Water Budget
Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Transfer To / (From) Reserves						
To/(From) Operating Reserve	(\$0)	(\$0)	(\$0)	(\$0)	(\$0)	\$0
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARF	27,670	616	(767)	11,027	43,929	(7,235)
Total Transfer To / (From) Reserves	\$27,670	\$616	(\$767)	\$11,027	\$43,929	(\$7,235)
Total Revenue Requirement	\$2,684,070	\$2,580,501	\$2,632,840	\$2,696,104	\$2,843,750	\$2,959,562
Capital Reserve						
Beginning Balance	\$1,336,859	\$1,276,859	\$621,859	\$579,969	\$493,355	\$0
Plus: Additions	0	0	0	0	412,099	1,408,261
Plus: Connection Fees	40,000	20,000	20,150	20,301	20,453	20,607
Less: Uses of Funds	(100,000)	(675,000)	(62,040)	(106,916)	(925,907)	(1,428,868)
Ending Balance	\$1,276,859	\$621,859	\$579,969	\$493,355	\$0	(\$0)
Fixed Asset Replacement Fund						
Beginning Balance	\$2,392,681	\$2,240,235	\$2,209,517	\$2,121,372	\$2,094,500	\$2,350,835
Plus: Additions	427,670	550,616	575,000	661,027	331,830	(608,261)
Less: Uses of Funds	(580,117)	(581,333)	(663,145)	(687,899)	(75,495)	(319,660)
Ending Balance	\$2,240,235	\$2,209,517	\$2,121,372	\$2,094,500	\$2,350,835	\$1,422,914
Total Operating Reserve Funds	\$2,240,235	\$2,209,517	\$2,121,372	\$2,094,500	\$2,350,835	\$1,422,914
Total Target Ending Fund Balance (60 days of O&M)	\$292,158	\$320,243	\$324,517	\$334,533	\$345,176	\$356,186

Olympic Valley PSD
Water Budget
Revenue Requirement

		Expected	Projected				
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Olympic Valley PSD Water Budget Revenue Requirement Summary							
		Expected	Projected				
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenue							
	Rate Revenues	\$2,247,544	\$2,257,298	\$2,274,228	\$2,291,284	\$2,308,469	\$2,325,783
	Non-Operating Revenues	436,526	323,203	267,643	217,851	247,037	238,726
	Total Revenues	\$2,684,070	\$2,580,501	\$2,541,871	\$2,509,136	\$2,555,506	\$2,564,508
Expenses							
	Total Water Department Expenses	\$810,831	\$825,470	\$838,312	\$863,992	\$890,539	\$917,985
	Total Administration Expenses	966,465	1,122,677	1,135,835	1,171,086	1,209,282	1,248,812
	Total O&M Expenses	\$1,777,296	\$1,948,147	\$1,974,147	\$2,035,078	\$2,099,822	\$2,166,797
	Net Annual Debt Service	\$479,104	\$81,738	\$84,460	\$0	\$0	\$0
	Rate Funded Capital (CRP)	\$400,000	\$550,000	\$575,000	\$650,000	\$700,000	\$800,000
	Transfer To / (From) Reserves	\$27,670	\$616	(\$767)	\$11,027	\$43,929	(\$7,235)
Total Revenue Requirement		\$2,684,070	\$2,580,501	\$2,632,840	\$2,696,104	\$2,843,750	\$2,959,562
Total Operating Reserve Funds		\$2,240,235	\$2,209,517	\$2,121,372	\$2,094,500	\$2,350,835	\$1,422,914
Total Target Ending Fund Balance (60 days of O&M)		\$292,158	\$320,243	\$324,517	\$334,533	\$345,176	\$356,186

Olympic Valley PSD
 Water Budget
 Capital Projects

Inflation	3.4%	ENR CCI 10 year average
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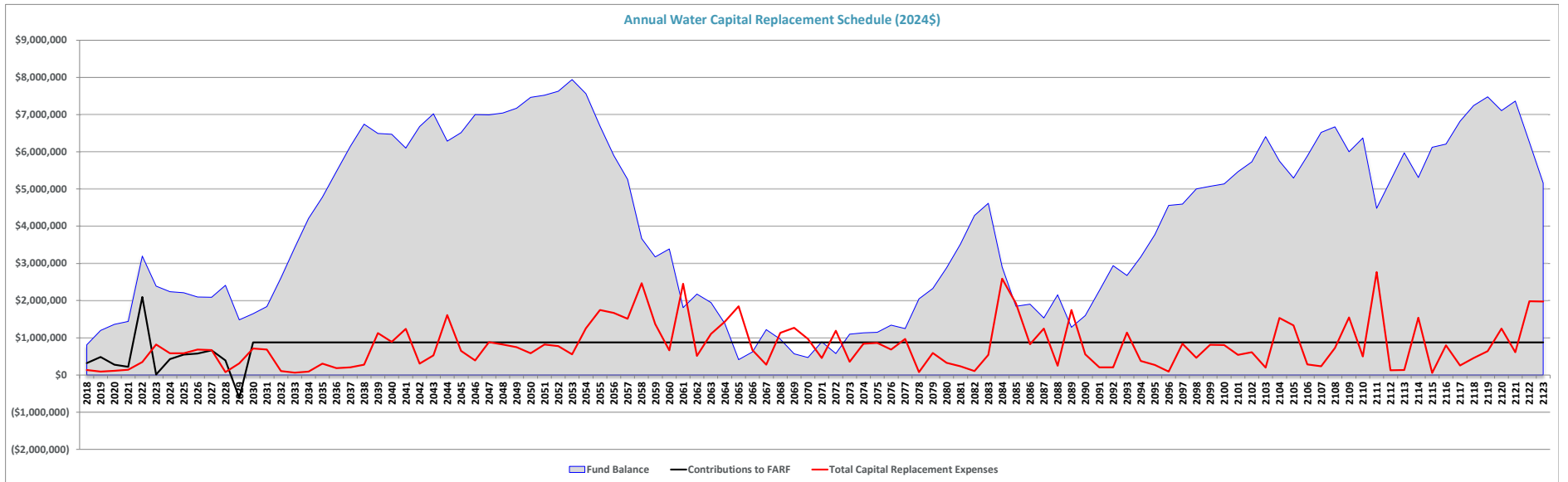
Capital Projects	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Capital Improvement Projects (CIP)							
Mutual Intertie	100,000	675,000	0	\$0	\$0	\$0	\$775,000
Pressure Zone 1A	0	0	0	106,916	925,907	0	\$1,032,822
PlumpJack Well	0	0	0	0	0	1,428,868	\$1,428,868
305 EV Charging Station	0	0	31,020	0	0	0	\$31,020
1810 EV Charging Station	0	0	31,020	0	0	0	\$31,020
Total Capital Projects	\$100,000	\$675,000	\$62,040	\$106,916	\$925,907	\$1,428,868	\$3,298,730
Capital Replacement Projects (CRP)							
Victor/Hidden Lake 2" line replacement	\$0	0	31,020	250,183	\$0	\$0	\$281,203
Hydrants	22,000	25,000	25,850	26,729	27,638	28,577	\$155,794
Well 2R Pump & Motor Replacement	0	0	93,060	0	0	0	\$93,060
Well 2R Chemical Feed Equipment Replacement	0	0	62,040	0	0	0	\$62,040
Residential Meter Replacements	160,000	200,000	0	0	0	0	\$360,000
Well 5R Pump & Motor Replacement	0	0	0	35,282	0	0	\$35,282
Well 5R Chemical Feed Equipment Replacement	30,000	0	0	0	0	0	\$30,000
Zone 3 Recoating	315,000	0	0	0	0	0	\$315,000
Zone 3 Booster Pump Replacement	0	0	0	0	0	11,088	\$11,088
10" West Tank Water Transmission Line Replacement	0	0	0	0	0	171,464	\$171,464
Ford F-250 w/ Utility Box	33,950	0	0	0	0	0	\$33,950
Ford F-150 Service Truck	0	25,000	0	0	0	0	\$25,000
Ford F-350 Flat Bed ZEV	0	0	0	42,766	0	0	\$42,766
Dodge Ram 2500 ZEV	0	0	0	0	0	42,866	\$42,866
JD Loader	0	0	0	56,345	0	0	\$56,345
New Holland	0	0	55,784	0	0	0	\$55,784
Easter Booster Pipe & Valve Replacement	0	45,000	0	0	0	0	\$45,000
East Booster Pump Station - Replacement	0	7,500	0	0	0	0	\$7,500
SCADA replacement	0	0	25,850	26,729	0	0	\$52,579
SCBA Cart	0	10,000	0	0	0	0	\$10,000
Hydrolic Trench Shoring	0	0	0	8,981	0	0	\$8,981
305 Replace Carpets	0	0	0	0	40,495	0	\$40,495
305 HVAC	10,000	240,000	165,440	0	0	0	\$415,440
305 Replace Roof	0	0	172,333	0	0	0	\$172,333
305 Replace lights	0	5,833	0	35,008	0	0	\$40,841
305 Kitchen Appliances	0	2,500	2,585	0	0	0	\$5,085
305 Locks	0	3,333	3,443	3,560	3,681	3,807	\$17,825
305 Exterior Paint	0	0	8,617	0	0	0	\$8,617
305 Interior Paint	0	0	0	0	0	31,213	\$31,213
305 AC Slurry Seal/Pave Patch/Repaving	0	8,333	0	108,231	0	0	\$116,565
305 Replace Window Coverings	0	0	0	0	0	6,281	\$6,281
1810 Exhaust Vents	5,000	0	0	0	0	0	\$5,000
1810 Repaving	0	0	0	94,086	0	0	\$94,086
1810 Furnace Replacement	0	0	0	0	0	17,129	\$17,129
1810 Rollup doors	0	0	10,330	0	0	0	\$10,330
1810 Exterior	4,167	3,833	6,026	0	0	0	\$14,026
1810 AC Slurry Seal/Pave Patch	0	5,000	0	0	3,681	0	\$8,681
Total Capital Replcmnt. Projects	\$580,117	581,333	\$662,378	\$687,899	\$75,495	\$312,425	\$2,899,648

Olympic Valley PSD
 Water Budget
 Capital Projects

Inflation 3.4%

 ENR CCI 10 year average

Capital Projects	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Less: Outside Funding Sources							
Capital Reserve	100,000	675,000	62,040	106,916	925,907	1,428,868	\$3,298,730
Fixed Asset Replacement Fund	580,117	581,333	662,378	687,899	75,495	312,425	\$2,899,648
Total Outside Funding Sources	\$680,117	\$1,256,333	\$724,418	\$794,815	\$1,001,402	\$1,741,294	\$7,102,079
Rate Funded Capital (CRP)	\$400,000	\$550,000	\$575,000	\$650,000	\$700,000	\$800,000	\$2,891,153



Olympic Valley PSD
 Sewer Budget
 Escalation Factors

		Expected	Projected				
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues							
	Customer Growth	Budgeted	Budgeted	0.8%	0.8%	0.8%	0.8%
	Property Tax Revenues	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	Miscellaneous Revenues	Budgeted	Budgeted	1.0%	1.0%	1.0%	1.0%
Expenses							
	Labor	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
	Sewer Dept. Labor	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
	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	3.0%	3.0%	3.0%	3.0%
	Equipment	Budgeted	Budgeted	3.0%	3.0%	3.0%	3.0%
	Miscellaneous	Budgeted	Budgeted	2.0%	2.0%	2.0%	2.0%
	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%
Interest		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
New Debt Service							
<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 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues						
<i>Rate Revenues</i>						
<i>Total Rate Revenues</i>	\$1,701,653	\$1,721,581	\$1,793,079	\$1,868,043	\$1,946,645	\$2,029,065
<i>Non-Operating Revenues</i>						
<i>Total Non-Operating Revenues</i>	\$252,284	\$278,543	\$269,268	\$253,912	\$250,641	\$261,934
Total Revenues	\$1,953,937	\$2,000,124	\$2,062,347	\$2,121,955	\$2,197,285	\$2,291,000
Sewer Department Expenses						
<i>Salaries & Wages</i>						
<i>Total Salaries & Wages</i>	\$329,891	391,928	\$403,686	\$415,797	\$428,271	\$441,119
<i>Employee Benefits</i>						
<i>Total Employee Benefits</i>	\$156,356	189,445	\$197,055	\$204,990	\$213,264	\$221,893
<i>Materials and Supplies</i>						
<i>Total Materials and Supplies</i>	\$17,961	\$15,250	\$15,708	\$16,179	\$16,664	\$17,164
<i>Maintenance Equipment</i>						
<i>Total Maintenance Equipment</i>	\$16,241	\$11,980	\$12,339	\$12,710	\$13,091	\$13,484
<i>Facilities-Maint/Repair</i>						
<i>Total Facilities-Maint/Repair</i>	\$23,887	\$14,867	\$15,313	\$15,772	\$16,246	\$16,733

Olympic Valley PSD
 Sewer Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Training & Memberships						
<i>Total Training & Memberships</i>	\$12,500	\$16,400	\$16,728	\$17,063	\$17,404	\$17,752
Vehicle Maintenance & Repair						
<i>Total Vehicle Maintenance & Repair</i>	\$22,958	\$24,300	\$25,029	\$25,780	\$26,553	\$27,350
Total Sewer Department Expenses	\$579,793	\$664,170	\$685,858	\$708,290	\$731,493	\$755,494
<u>Administration Expenses</u>						
Salaries & Wages (50% Allocation)						
<i>Total Salaries & Wages</i>	\$488,116	\$515,462	\$530,926	\$546,854	\$563,259	\$580,157
Employee Benefits (50% Allocation)						
<i>Total Employee Benefits</i>	\$254,836	224,847	\$231,943	\$241,432	\$251,333	\$261,663
Board Expenses (50% Allocation)						
<i>Total Board Expenses</i>	\$25,950	\$26,438	\$26,380	\$26,413	\$26,446	\$26,480
Consulting (50% Allocation)						
<i>Total Consulting</i>	\$53,700	\$77,834	\$80,169	\$82,574	\$85,051	\$87,603
Insurance (50% Allocation)						
<i>Total Insurance</i>	\$48,948	\$52,325	\$53,895	\$55,512	\$57,177	\$58,892

Olympic Valley PSD
 Sewer Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Special Fees (50% Allocation)						
<i>Total Special Fees</i>	\$23,684	\$26,413	\$26,941	\$27,480	\$28,030	\$28,590
Office Expenses (50% Allocation)						
<i>Total Office Expenses</i>	\$31,521	\$29,840	\$26,615	\$27,414	\$28,236	\$29,083
Travel & Meetings (50% Allocation)						
<i>Total Travel & Meetings</i>	\$10,250	\$10,250	\$10,455	\$10,664	\$10,877	\$11,095
Utilities (50% Allocation)						
<i>Total Utilities</i>	\$58,198	\$63,205	\$65,733	\$68,363	\$71,097	\$73,941
Interest and Misc (50% Allocation)						
<i>Total Interest and Misc</i>	\$3,409	\$2,099	\$746	\$0	\$0	\$0
Total Administration Expenses	\$998,612	\$1,028,714	\$1,053,803	\$1,086,705	\$1,121,506	\$1,157,504
Total Operations & Maintenance	\$1,578,405	\$1,692,884	\$1,739,662	\$1,794,995	\$1,852,999	\$1,912,999
Annual Debt Service						
Facility Loan	35,539	36,723	37,946	-	-	-
Additional Facility Loan Payment	-	-	-	-	-	-
CalPERS Additional UAL Payments	-	-	-	-	-	-
CalPERS Pension Adjustment	200,000	-	-	-	-	-
<i>Total Annual Debt Service</i>	\$235,539	\$36,723	\$37,946	\$0	\$0	\$0

Olympic Valley PSD
Sewer Budget
Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Net Annual Debt Service	\$235,539	\$36,723	\$37,946	\$0	\$0	\$0
Rate Funded Capital (CRP)	\$300,000	\$250,000	\$300,000	\$400,000	\$500,000	\$500,000
Transfer To / (From) Reserves						
To/(From) Operating Reserve	\$0	\$0	(\$0)	\$0	(\$0)	\$0
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARF	(160,007)	20,517	74,394	118,434	151,126	315,277
	-----	-----	-----	-----	-----	-----
Total Transfer To / (From) Reserves	(\$160,007)	\$20,517	\$74,394	\$118,434	\$151,126	\$315,277
Total Revenue Requirement	\$1,953,937	\$2,000,124	\$2,152,001	\$2,313,429	\$2,504,125	\$2,728,276

Capital Reserve

Beginning Balance	\$278,709	\$281,709	\$256,709	\$189,234	\$119,198	\$129,425
Plus: Additons	0	0	0	0	0	0
Plus: Connection Fees	18,000	10,000	10,075	10,151	10,227	10,303
Less: Uses of Funds	(15,000)	(35,000)	(77,550)	(80,187)	0	0
Ending Balance	\$281,709	\$256,709	\$189,234	\$119,198	\$129,425	\$139,728

Fixed Asset Replacement Fund

Beginning Balance	\$3,783,748	\$3,756,291	\$3,572,975	\$2,664,479	\$1,913,556	\$2,131,157
Plus: Additons	300,000	270,517	374,394	518,434	651,126	815,277
Less: Uses of Funds	(327,457)	(453,833)	(1,282,889)	(1,269,357)	(433,525)	(194,811)
Ending Balance	\$3,756,291	\$3,572,975	\$2,664,479	\$1,913,556	\$2,131,157	\$2,751,623

Total Operating Reserve Funds	\$3,756,291	\$3,572,975	\$2,664,479	\$1,913,556	\$2,131,157	\$2,751,623
Total Target Ending Fund Balance	\$259,464	\$278,282	\$285,972	\$295,068	\$304,603	\$314,466

Olympic Valley PSD
Sewer Budget
Revenue Requirement

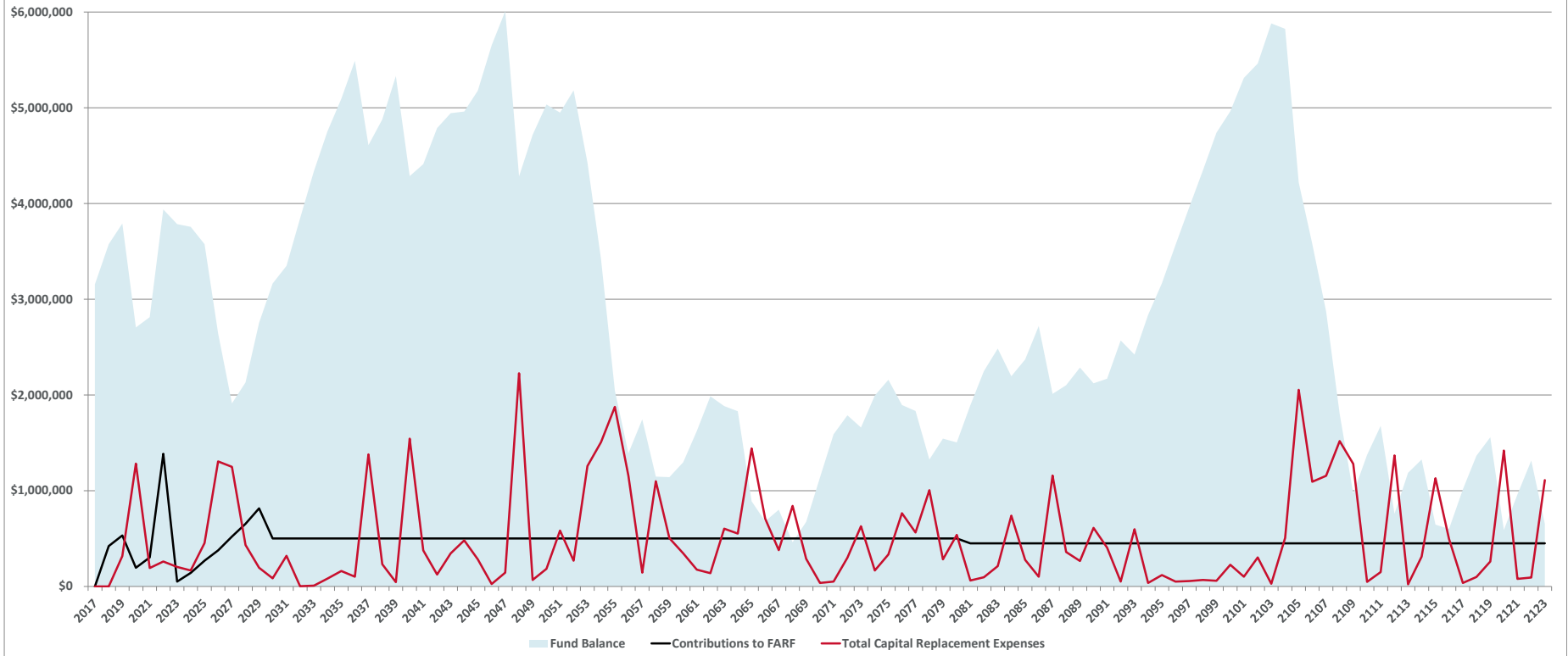
	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Olympic Valley PSD Sewer Budget Revenue Requirement Summary						
Revenue						
Rate Revenues	\$1,701,653	\$1,721,581	\$1,793,079	\$1,868,043	\$1,946,645	\$2,029,065
Non-Operating Revenues	252,284	278,543	269,268	253,912	250,641	261,934
Total Revenues	\$1,953,937	\$2,000,124	\$2,062,347	\$2,121,955	\$2,197,285	\$2,291,000
Expenses						
Total Sewer Department Expenses	\$579,793	\$664,170	\$685,858	\$708,290	\$731,493	\$755,494
Total Administration Expenses	998,612	1,028,714	1,053,803	1,086,705	1,121,506	1,157,504
Total O&M Expenses	\$1,578,405	\$1,692,884	\$1,739,662	\$1,794,995	\$1,852,999	\$1,912,999
Net Annual Debt Service	\$235,539	\$36,723	\$37,946	\$0	\$0	\$0
Rate Funded Capital (CRP)	\$300,000	\$250,000	\$300,000	\$400,000	\$500,000	\$500,000
Transfer To / (From) Reserves	(\$160,007)	\$20,517	\$74,394	\$118,434	\$151,126	\$315,277
Total Revenue Requirement	\$1,953,937	\$2,000,124	\$2,152,001	\$2,313,429	\$2,504,125	\$2,728,276
Total Operating Reserve Funds	\$3,756,291	\$3,572,975	\$2,664,479	\$1,913,556	\$2,131,157	\$2,751,623
Total Target Ending Fund Balance	\$259,464	\$278,282	\$285,972	\$295,068	\$304,603	\$314,466

Olympic Valley PSD
 Sewer Budget
 Exhibit 4
 Capital Projects

Inflation	3.4%	ENR CCI 10 year average
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Capital Projects	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Capital Improvement Projects (CIP)							
Sewer Bypass Trailer and Hose	0	35,000	0	0	0	0	\$35,000
Granite Chief A Line	15,000	0	0	0	0	0	\$15,000
305 EV Charging Station	0	0	31,020	0	0	0	\$31,020
1810 EV Charging Station	0	0	31,020	0	0	0	\$31,020
Sewer Flow Meters	0	0	15,510	80,187	0	0	\$95,697
Total Capital Projects	\$15,000	\$35,000	\$77,550	\$80,187	\$0	\$0	\$207,737
Capital Replacement Projects (CRP)							
Lateral CCTV Cam	0	0	0	70,731	57,696	99,796	\$228,223
Sewer Line Rehabilitation/Replacement	75,000	125,000	827,200	855,325	0	0	\$1,882,525
Backyard Sewer Easement Replacement	0	0	0	0	331,652	0	\$331,652
Ford F-250 w Utility Box	33,950	0	0	0	0	0	\$33,950
Ford F-150 Service Truck	0	25,000	0	0	0	0	\$25,000
Ford F-350 Flat Bed ZEV	0	0	0	42,766	0	0	\$42,766
Dodge Ram 2500 ZEV	0	0	0	0	0	42,866	\$42,866
JD Loader	0	0	0	56,345	0	0	\$56,345
T-45A Sewer Flow Meter	11,000	0	0	0	0	0	\$11,000
SCBA Cart	0	10,000	0	0	0	0	\$10,000
New Holland	0	0	55,784	0	0	0	\$55,784
Hydrolic Trench Shoring	0	0	0	4,490	0	0	\$4,490
Kitchen Appliances	0	2,500	2,585	0	0	0	\$5,085
SCADA replacement	25,000	25,000	25,850	0	0	0	\$75,850
305 Replace Carpets	0	0	0	0	40,495	0	\$40,495
305 Roof Replacement	0	0	172,161	0	0	0	\$172,161
305 HVAC	10,000	240,000	170,894	0	0	0	\$420,894
305 Replace lights	0	5,833	0	33,823	0	0	\$39,656
305 Locks	3,333	3,333	3,443	3,560	3,681	3,807	\$21,158
305 Exterior Paint	0	0	8,617	0	0	0	\$8,617
305 Interior Paint	0	0	0	0	0	31,213	\$31,213
305 AC Slurry Seal/Pave Patch	0	8,333	0	108,231	0	0	\$116,565
1810 Exhaust Vents	5,000	0	0	0	0	0	\$5,000
1810 Furnace Replacement	0	0	0	0	0	17,129	\$17,129
1810 Repaving	0	0	0	94,086	0	0	\$94,086
1810 Exterior	4,167	3,833	6,026	0	0	0	\$14,026
1810 Rollup doors	0	0	10,330	0	0	0	\$10,330
1810 AC Slurry Seal/Pave Patch	0	5,000	0	0	0	0	\$5,000
	\$167,450	\$453,833	\$1,282,889	\$1,269,357	\$433,525	\$194,811	\$3,801,865
Less: Outside Funding Sources							
Capital Reserve	15,000	35,000	77,550	80,187	0	0	207,737
Fixed Asset Replacement Fund	167,450	453,833	1,282,889	1,269,357	433,525	194,811	3,801,865
Total Outside Funding Sources	\$182,450	\$488,833	\$1,360,439	\$1,349,544	\$433,525	\$194,811	\$4,009,602
Rate Funded Capital (CRP)	\$300,000	\$250,000	\$300,000	\$400,000	\$500,000	\$500,000	\$2,250,000

Annual Sewer Capital Replacement Schedule (2024\$)



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

		Expected	Projected				
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues							
	Flat	Actual	Budgeted	0.0%	0.0%	0.0%	0.0%
	Property Tax Revenues	Actual	Budgeted	2.0%	2.0%	2.0%	2.0%
	Miscellaneous Revenues	Actual	Budgeted	1.0%	1.0%	1.0%	1.0%
Expenses							
	Fire Department Labor	Actual	Budgeted	3.0%	3.0%	3.0%	3.0%
	Admin Dept. Labor	Actual	Budgeted	3.0%	3.0%	3.0%	3.0%
	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	3.0%	3.0%	3.0%	3.0%
	Equipment	Actual	Budgeted	3.0%	3.0%	3.0%	3.0%
	Miscellaneous	Actual	Budgeted	2.0%	2.0%	2.0%	2.0%
	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%
Interest		3.0%	2.0%	2.0%	2.0%	2.0%	2.0%
New Debt Service							
<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 Fire Department
 Fire Department Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Revenues						
<i>Total Rate Revenues</i>	\$0	\$0	\$0	\$0	\$0	\$0
Non-Operating Revenues						
<i>Total Non-Operating Revenues</i>	\$4,753,347	\$4,962,284	\$4,683,203	\$4,770,697	\$4,863,789	\$4,957,396
Total Revenues	\$4,753,347	\$4,962,284	\$4,683,203	\$4,770,697	\$4,863,789	\$4,957,396

Fire Department Expenses

Salaries & Wages

<i>Total Salaries & Wages</i>	\$2,144,111	\$2,277,364	\$2,345,685	\$2,416,056	\$2,488,537	\$2,563,193
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Employee Benefits

<i>Total Employee Benefits</i>	\$1,613,786	\$1,464,192	\$1,513,418	\$1,584,799	\$1,653,383	\$1,757,464
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Materials and Supplies

<i>Total Materials and Supplies</i>	\$33,540	\$37,700	\$37,091	\$38,204	\$39,350	\$40,530
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Equipment Maintenance & Repair

<i>Total Equipment Maintenance & Repa</i>	\$24,415	\$29,600	\$30,488	\$31,403	\$32,345	\$33,315
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Olympic Valley Fire Department
 Fire Department Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Facilities-Maint/Repair						
<i>Total Facilities-Maint/Repair</i>	\$30,083	\$29,883	\$30,779	\$31,703	\$32,654	\$33,634
Training & Memberships						
<i>Total Training & Memberships</i>	\$21,000	\$27,000	\$27,540	\$28,091	\$28,653	\$29,226
Vehicle Maintenance & Repair						
<i>Total Vehicle Maintenance & Repair</i>	\$50,300	\$37,300	\$38,419	\$39,572	\$40,759	\$41,981
Total Fire Department Expenses	\$3,917,234	\$3,903,039	\$4,023,420	\$4,169,826	\$4,315,680	\$4,499,343

Administration Expenses

Board Expenses

<i>Total Board Expenses</i>	\$18,125	\$17,125	\$17,138	\$17,150	\$17,163	\$17,452
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Consulting

<i>Total Consulting</i>	\$258,263	\$416,183	\$19,243	\$19,821	\$20,415	\$21,028
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Insurance

<i>Total Insurance</i>	\$48,711	\$52,364	\$53,935	\$55,553	\$57,220	\$58,937
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Special Fees

<i>Total Special Fees</i>	\$76,425	\$91,870	\$93,707	\$95,582	\$97,493	\$99,443
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Office Expenses

<i>Total Office Expenses</i>	\$20,763	\$23,663	\$24,373	\$25,104	\$25,857	\$26,633
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Olympic Valley Fire Department
 Fire Department Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Travel & Meetings						
<i>Total Travel & Meetings</i>	\$17,100	\$15,000	\$11,800	\$12,036	\$12,277	\$12,522
Utilities						
<i>Total Utilities</i>	\$84,468	\$98,448	\$102,386	\$106,481	\$110,741	\$115,170
Total Administration Expenses	\$523,855	\$714,653	\$322,582	\$331,727	\$341,166	\$351,184
Total Operations & Maintenance	\$4,441,089	\$4,617,693	\$4,346,003	\$4,501,553	\$4,656,846	\$4,850,527
Annual Debt Service						
CalPERS Additional UAL Payments	-	-	-	-	-	-
CalPERS Pension Adjustment	-					
New SRF Loans	-	-	-	-	-	-
New Revenue Bonds	-	-	-	-	-	-
<i>Total Annual Debt Service</i>	-	\$0	\$0	\$0	\$0	\$0
Contributions to Capital (CRP)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000

Olympic Valley Fire Department
 Fire Department Budget
 Revenue Requirement

	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Transfer To / (From) Reserves						
To/(From) Operating Reserve	\$0	(\$0)	\$0	(\$0)	\$0	\$0
To/(From) Capital Reserve	0	0	0	0	0	0
To/(From) FARF	12,257	44,592	37,200	(30,856)	(93,057)	(193,131)
	-----	-----	-----	-----	-----	-----
Total Transfer To / (From) Reserves	\$12,257	\$44,592	\$37,200	(\$30,856)	(\$93,057)	(\$193,131)
Total Revenue Requirement	\$4,753,347	\$4,962,284	\$4,683,203	\$4,770,697	\$4,863,789	\$4,957,396
Capital Reserve						
Beginning Balance	\$196,973	\$201,973	\$153,973	\$166,093	\$178,334	\$190,697
Plus: Additions	0	0	0	0	0	0
Plus: Connection Fees	5,000	12,000	12,120	12,241	12,364	12,487
Less: Uses of Funds	0	(60,000)	0	0	0	0
Ending Balance	201,973	\$153,973	\$166,093	\$178,334	\$190,697	\$203,185
Fixed Asset Replacement Fund						
Beginning Balance	\$1,748,754	\$1,728,228	\$1,695,444	\$1,347,611	\$1,232,150	\$1,260,454
Plus: Additions	312,257	344,592	337,200	300,000	300,000	300,000
Less: Uses of Funds	(332,783)	(377,376)	(685,033)	(415,461)	(271,696)	(551,467)
Ending Balance	\$1,728,228	\$1,695,444	\$1,347,611	\$1,232,150	\$1,260,454	\$1,008,988
Total Operating Reserve Funds	\$1,728,228	\$1,695,444	\$1,347,611	\$1,232,150	\$1,260,454	\$1,008,988
Total Target Ending Fund Balance (60 days of O&M)	\$730,042	\$759,073	\$714,411	\$739,981	\$765,509	\$797,347

Olympic Valley Fire Department
 Fire Department Budget
 Revenue Requirement

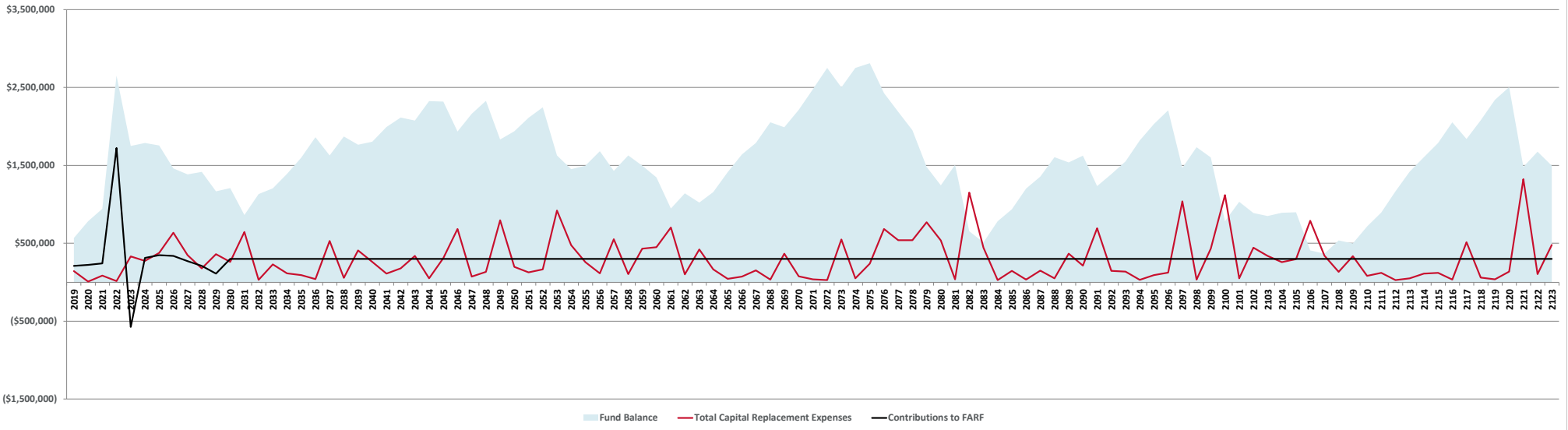
	Expected	Projected				
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Olympic Valley Fire Department Fire Department Budget Revenue Requirement Summary						
Rate Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Non-Operating Revenues	4,753,347	4,962,284	4,683,203	4,770,697	4,863,789	4,957,396
Total Revenues	\$4,753,347	\$4,962,284	\$4,683,203	\$4,770,697	\$4,863,789	\$4,957,396
Expenses						
Total Fire Department Expenses	\$3,917,234	\$3,903,039	\$4,023,420	\$4,169,826	\$4,315,680	\$4,499,343
Total Administration Expenses	523,855	714,653	322,582	331,727	341,166	351,184
Total O&M Expenses	\$4,441,089	\$4,617,693	\$4,346,003	\$4,501,553	\$4,656,846	\$4,850,527
Net Annual Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Contributions to Capital (CRP)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Transfer To / (From) Reserves	\$12,257	\$44,592	\$37,200	(\$30,856)	(\$93,057)	(\$193,131)
Total Revenue Requirement	\$4,753,347	\$4,962,284	\$4,683,203	\$4,770,697	\$4,863,789	\$4,957,396
Balance/(Deficiency) of Funds	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Reserve Funds	\$1,728,228	\$1,695,444	\$1,347,611	\$1,232,150	\$1,260,454	\$1,008,988
Total Target Ending Fund Balance (60 days of O&M)	\$730,042	\$759,073	\$714,411	\$739,981	\$765,509	\$797,347

Olympic Valley Fire Department
 Fire Department Budget
 Exhibit 4
 Capital Projects

Inflation	3.4%
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Capital Projects	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Capital Improvement Projects (CIP)							
Regional Training Facility	-	50,000	-	-	-	-	50,000
District Training Facility	-	10,000	-	-	-	-	10,000
Total Capital Projects	-	60,000	-	-	-	-	\$60,000
Capital Replacement Projects (CRP)							
Type 1 Engine 2WD	-	75,000	-	-	-	-	75,000
Type 3 (B-22)	-	-	165,440	-	-	-	165,440
Replace Command Vehicle	85,000	-	-	-	-	-	85,000
Utility Vehicle	80,000	-	-	-	-	-	80,000
Turnout Gear Replacement	15,450	17,363	17,953	18,564	19,195	19,848	108,373
SCBAs	55,000	-	-	-	-	257,196	312,196
Thermal Imaging	-	-	-	-	-	16,003	16,003
Appliance/Furniture Repl	-	5,000	5,170	-	-	-	10,170
ALS Monitors	-	-	-	-	108,594	-	108,594
Station Air Compressor	-	7,500	-	-	-	-	7,500
Snowblower	-	-	-	10,692	-	-	10,692
Radios	6,000	6,180	6,204	6,415	6,633	6,859	38,291
Vehicle Extrication Tools	78,000	-	12,830	-	-	-	90,830
JD Loader	-	-	-	112,689	-	-	112,689
New Holland	-	-	111,569	-	-	-	111,569
305 New roof	-	-	172,161	-	-	-	172,161
305 AC Repave	-	-	-	104,777	-	-	104,777
305 HVAC	10,000	240,000	165,275	-	-	-	415,275
305 Replace Window Coverings	-	-	-	-	-	6,281	6,281
305 Replace Locks	3,333	3,333	3,443	3,560	3,681	3,807	21,158
305 Replace lights	-	5,833	-	33,823	-	-	39,656
305 Exterior paint	-	-	8,617	-	-	-	8,617
305 Interior paint	-	-	-	-	-	31,213	31,213
305 AC Slurry Seal/Pave Patch	-	8,333	-	-	-	-	8,333
305 Carpet	-	-	-	-	40,535	-	40,535
1810 Exterior	-	3,833	6,032	-	-	-	9,865
1810 AC Repave	-	-	-	94,086	-	-	94,086
1810 Rollup doors	-	-	10,340	-	-	-	10,340
1810 Furnace Replacement	-	-	-	-	-	17,129	17,129
1810 AC Slurry Seal/Pave Patch	-	5,000	-	-	-	-	5,000
Total Capital Replcmnt. Projects	\$332,783	377,376	\$685,033	\$384,605	\$178,639	\$358,336	\$2,316,772
Less: Outside Funding Sources							
Capital Reserve	0	60,000	0	0	0	0	60,000
Fixed Asset Replacement Fund	332,783	377,376	685,033	384,605	178,639	358,336	2,316,772
Total Outside Funding Sources	\$332,783	\$437,376	\$685,033	\$384,605	\$178,639	\$358,336	\$2,376,772
Contributions to Capital (CRP)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000

Annual Fire Capital Replacement Schedule (2024\$)





OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



NOTICE TO PROPERTY OWNERS & CUSTOMERS OF PROPOSED WATER/SEWER/GARBAGE RATES & CHARGES & NOTICE OF PUBLIC HEARING

This notice informs you of **PROPOSED** increases to water, sewer, and garbage rates and charges for each property owner of record and to those tenants of real property who are liable to pay the District's rates and charges for utility services. A Public hearing on the **PROPOSED** increases will be held on **May 28th, 2024 at 8:30 a.m.** by the District's Board of Directors at 305 Olympic Valley Road, Olympic Valley, CA. The **PROPOSED** rate increases will become effective **July 1, 2024**, if adopted. Please call the District offices at **530-583-4692**, Monday through Friday, between the hours of 8 AM and 4PM with any questions regarding this notice.

Why are rate adjustments necessary?

The District must determine the necessary revenue, and subsequent water, sewer and garbage rates, to adequately fund each utility's infrastructure needs, programs, and operations and maintenance costs of the water and sewer utility. Based on budget needs, proposed rates have been developed to enable the District to:

- Recover projected costs of operations and maintenance and capital infrastructure improvements needed to maintain and repair the water and sewer systems;
- Maintain the operational and financial stability of the utilities; and
- Avoid operational deficits and depletion of reserves.

The proposed rates are calculated to recover the costs of providing water, sewer and garbage services and proportionately allocate those costs on a customer basis among the various customer classes served by the District.

You may communicate your concerns by sending **written comments** to the **Board of Directors, OVPSD, PO Box 2026, Olympic Valley CA 96146**, or by delivering them in person at the hearing. **Fax and e-mail submissions cannot be accepted.** Property owners' **protests must be received prior to the close of the public hearing on May 28, 2024.** **All protests must include a description of your property (parcel number or physical address), the type of rate protested, printed name AND signature.** The person signing must appear on District billing records, or the Placer County Assessor's records, or other written evidence that the person signing has the authority to sign for the trust, company, partnership, etc. One protest per parcel and the parcel must have active water or sewer service. If you acquired the property since the last Placer County tax roll was issued, please include written confirmation that you presently own the property. If written protests against any of the proposed rate increases are presented by a majority of property owners and/or customers within the District's service boundary, the District will not impose that increase. In order to be considered, written protests must be received by the District prior to the close of the public hearing. The Board of Directors, after the close of the public hearing, will establish rates for fiscal year 2025, which rates and charges will not exceed the proposed increase set forth herein.

PROPOSED MAXIMUM RATES

Water Rates	
	July 1, 2024
Fixed Charge – \$/Acct	
Residential (SFR)	\$1,222.75
Condo/Apt./Duplex/2nd Unit (MFR)	592.77
Commercial / Commercial Irrigation	
5/8"	1,004.28
3/4"	1,095.90
1"	1,222.75
1 1/2"	2,456.00
2"	3,918.47
3"	7,357.70
4"	12,273.43
6"	24,550.37
Consumption Charge – \$/1,000 gal	
0 – 120,000	\$5.94
120,000 - 220,000	12.08
220,000 – 280,000	18.90
280 +	41.86
Condo/Apt./Duplex/2nd Unit (MFR)	10.30
Commercial	7.89
Commercial Irrigation	14.28

Sewer Rates	
	July 1, 2024
Fixed Charge – \$/Acct	
Residential (SFR)	\$810.34
Condo/Apt./Duplex/2nd Unit (MFR)	637.57
Commercial	1,434.51
Residential – Pool / Spa	1,058.71
Consumption Charge – \$/1,000 gal	
Commercial >75,000 gallons	19.14

Garbage Rates	
	July 1, 2024
Residential only, rounded to whole dollar	\$373

Olympic Valley Public Service District
 305 Olympic Valley Road
 P.O. Box 2026
 Olympic Valley, CA 96146



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-2
6 Pages

FIRE DEPARTMENT LONG-TERM MODELING

DATE: March 26, 2024

TO: District Board Members

FROM: Brad Chisholm, Fire Chief; Danielle Mueller, Finance & Administration Manager; Dave Hunt, Interim General Manager; Jessica Asher, Program Manager & Board Secretary

SUBJECT: Fire Department Long-Term Modeling

BACKGROUND: Staff have been analyzing the Fire Department financials to identify viable revenue streams and minimize expenses, aiming to fund current and future demands and opportunities. This initiative is closely tied with the upcoming strategic plan project in which determining how to support the Fire Department will be important. Key areas of focus within the fiscal analysis include meeting anticipated demands resulting from MOU negotiations (competitive wages and benefits), appropriate staffing for the fire department (including the addition of a dedicated Fire Prevention Officer) and ensuring we can sustain our fuels management program. Staff are considering a range of funding sources to achieve these objectives, including but not limited to traditional fundraising, cost recovery, cost sharing, in-kind donations, fee for service, expanding services, tax assessment, and consolidation/annexation. This comprehensive approach ensures a thorough exploration of various funding possibilities, and we remain open to considering other innovative solutions that may arise during our analysis.

At the February meeting of the Board of Directors, the OVFD Professional Firefighters provided public comment regarding their unanimous opinion that a North Tahoe Fire Protection District/OVFD consolidation is the best way for the Department to serve the community and provided their reasoning.

The Board asked that staff make understanding these issues a top priority, recognizing that we do not want to rush any decisions. The Board requested that the Regular March Board meeting include (1) the first draft of relevant financial scenarios; (2) that General Counsel provide information regarding the process for consolidation/annexation and briefly present other revenue options discussed in the financial analysis (such a parcel tax or benefit assessment); and (3) Chief Chisholm provide qualitative components of the analysis such as levels of service changes. These items will inform decisions on how to proceed.

DISCUSSION: The attached slideshow, to be presented by Chief Chisholm, Ms. Mueller, and Mr. Bell during the Board meeting, addresses the requests of the Board. The purpose of the presentation is to present information so the Board may have a better understanding of the status of the Fire Department, potential financial scenarios, and the process to generate revenue or embark on a change of organization.

It is imperative that staff, the Board of Directors, and the community remain unbiased during this analysis. The modeling provided is for information only and will provide background will inform the strategic direction and next steps. Additional studies and analysis will be needed prior to any decisions.


ALTERNATIVES: This report is for information only; no action is requested from the Board.

FISCAL/RESOURCE IMPACTS: Staff, including General Counsel, have spent considerable time on this analysis and presentation, which was initiated several months ago. The impact of this work will have a fiscal impact however, it cannot be easily quantified at this time.

RECOMMENDATION: This report is for information only; no action is requested from the Board.

ATTACHMENTS: Slideshow Presentation *Fire Department Long-Term Modeling*



DATE PREPARED: March 22, 2024

Fire Department Long-Term Modeling

March 26, 2024



1

Purpose

- Present information so the Board may have a better understanding, make educated decisions, and eventually give direction.
- Keep an open mind, stay unbiased.
- Catalysts for this effort:
 - Developing Strategic Plan
 - Public Comments (firefighters, community, NT Fire)
 - Expenses are outpacing revenue
 - Opportunity



2


Significant History

<p>1985-2000 With impending construction of RSC/Everline; public services needed to modernize</p>	<ul style="list-style-type: none"> • 1985: Water District and Fire Department merge. Each brought separate tax funds • 1988: R@SC construction begins; Fire Station at 1810 Olympic Valley Rd. completed, original building converted to District Admin. • 1989: Greene Report Standards of Cover (understand obligations & ability to meet)
<p>2000-2005 Recruitment, retention, training, participation (OES, etc.) very robust. Exceptional service to the community with relatively little dependency on Mutual Aid.</p>	<ul style="list-style-type: none"> • 1999: Village construction begins • 2000: BOD approved increase to 3-0 staffing; 75th percentile • 2002: Administrative staff started managing Fire Department budget • 2004: Fire Station and Admin Building at 305 Olympic Valley Road was completed • 2005: With the help of a FEMA grant, Fire Department increased staffing from 3-0 to 4-0, providing an ALS non-transport service model
<p>2005-Current Business model gradually becomes less sustainable; keeping up with industry standards and trends is more challenging</p>	<ul style="list-style-type: none"> • 2020: Fully phased from a combination fire department to a career fire department • 2021: Fuels Management program initiated (Board approves CWPP; contracted with RPF)


3



Current Challenges Staffing



- Recruitment and Retention
- Scheduled staffing vs. Minimum staffing
- Vacation, Classes, Sick, Leave
- Demographics
 - Staff Age (20-30: **1**; 30-40: **2**; 40-45: **1**; 45-50: **3**; 50-55: **2**; 55+: **2**)
 - Reside (Commute / Availability) - 1 employee in District
 - Promotion / Succession Planning



4

Current Challenges Relevance



2023 Call Volume

- 678 calls in 2023. EMS = 71% in district (no ambulance - good / bad)
- Palisades Tahoe ALS Ski Patrol (38% call to all PT property)
- Received mutual aid 420 times (NTF 395; TRK: 25); provided mutual aid 155
- Overlapping calls (2023: 31 double, 11 triple)

Dependent on neighboring agencies


- Operations: Auto/Mutual Aid; Event Coverage; District Coverage; Specialty (Haz-Mat, Dive Team); Vehicle Mechanic; Public Information Officer
- Local/Regional Fire Associations: Training; Prevention/Fire Prevention Officer; Chief Officer; Radio/Communications

5





Current Challenges Readiness

OVFD members carry a very significant load vs. similar neighboring/industry positions/job descriptions



Decreases knowledge, skills and abilities (KSAs) and response readiness



Increases liability (prevention - code interpretation and enforcement, fleet maintenance etc.)

Staff availability and budget affect training quality: theoretical vs. actual

6

Current Environment Industry/Regional Dynamics

- Annexation
- Tax measures (Wildfire Prevention v. Operations)
- Regional Incorporation
- External Resource Cooperation (Operations, Administration, Prevention)

7

Next Steps

What is the Community's Appetite for change?
Community: Residents, Commercial Entities and Visitors who inform the Board who direct management (General Manager, Fire Chief) and staff.

What work do we need to do to inform the decision?

- Financial Analysis to determine viability
- Highly Reliable Organization / Standards of Cover

} Inform Strategic Plan

How can we continue to innovate:
Staffing, Services, Funding, Branding, Proactivity, Independence

8

Stay Open Minded

This is not a complete list 😊

TAX MEASURE

- Increased revenue
- Support Fuels Management
- Hire necessary staff - FPO
- Help reduce line staff's obligation to perform major ancillary roles
- Keep community tax funding in OV
- Maintain more local control
- Identity, History, Culture

ANNEXATION

- Depth in staffing
- ICS to industry standards
- Expansion of services
- Economies of Scale
- Support: Fleet/Facilities; PIO; Training; Prevention/Forester; EMS; IT; Safety; etc.
- Training opportunities
- Personal and Professional Opportunity
- Common Policies
- Mandates; Standards; Best Practices
- Diversity

- Funds earmarked for new services
- Revenue unknown
- Sunset clause / annual increase unknown
- What happens after sunset clause
- Public opinion
- In conflict with annexation

- One station, one community
- Identity / History / Legacy
- District familiarization
- Community interaction
- Tax revenue to a regional budget
- Less local control
- Change in level/type of service

9

Financial & Operational Objectives

- Identify additional Revenue Sources to fund annually increasing gap between operating expenses and property tax revenue and create a Financial Plan that sustainably funds the Fire Dept.
- Expand staffing to maintain / improve the Fire Department's Levels of Service (e.g., hire Fire Prevention Officer).
- Secure funding for Fuels Management Program.
- Identify, include, and prioritize strategies in forthcoming Five-Year Strategic Plan.

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History of Tax Revenue

Year	Total AV Revenue	% of Total to FD
2005	2,328,779	73%
2006	2,570,457	75%
2007	3,125,665	64%
2008	3,290,518	63%
2009	3,351,197	69%
2010	3,225,523	78%
2011	2,874,088	85%
2012	2,799,511	87%
2013	2,882,549	90%
2014	2,903,880	90%
2015	3,015,928	89%
2016	3,258,009	84%
2017	3,342,349	94%
2018	3,448,583	98%
2019	3,567,968	96%
2020	3,639,876	99%
2021	3,767,585	97%
2022	3,942,259	97%
2023	4,338,997	94%
2024	4,557,000	96%
2025	4,692,339	96%

Annotations:

- Everline reassessed due to Condo conversion (2007)
- Real Estate downturn (2008)
- Placer County reassessed all properties (lower) (2010)
- Admin 1/3 allocation to Fire Department (2017)

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Financial Scenarios to Identify Potential Solutions to Meet Revenue Requirements

- Existing Conditions
 - FY 2024-25 Budget
 - MOU 7/1/24 – Estimate ranges of Wage Increases (e.g., 3%, 5%, 7.5%, 10%)
 - New Fire Prevention Officer position
 - Contributions to Fuels Management Program
- Contributions from Water & Sewer Rates
- Charge Fees for Service to Non-Residents
- ASCWD Service Contract – Existing (e.g., no ASCWD Parcel Tax)
- ASCWD Service Contract – ASCWD Parcel Tax
- Ambulance Services

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Scenario #1 – Fiscal Year 2024-2025

Continuing operations without interruptions to our level of service

Assumptions Considered in Modeling

- MOU negotiations are underway
 - Salary survey is not complete, model shows increases of 3%, 5%, 7.5% and 10%
 - Model considers other inflationary increases to operations
 - Capital budget has been updated with FY2024-25 projects and rates
- New Fire Prevention Officer – Miscellaneous PEPRA Employee. Approximately \$175,000/year with wages and benefits.
- \$50,000 annual contribution of Fire Department funds to Fuels Management Projects

March 22, 2024 Olympic Valley Public Service District 13

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Scenario #1 Fiscal Year 2024-2025

Pay Increase	New Staff	Fuels Management Contribution	% of Property Tax to FD	CRP Funding Level	Meeting Financial Reserves Target?	Deficit in Year 1
3%			96%	\$300,000	YES	
5%			96%	\$300,000	YES	
7.50%			96%	\$300,000	YES	
10%			96%	\$300,000	YES	
3%	Fire Prevention Officer	\$50,000	96%	\$300,000	YES	
5%	Fire Prevention Officer	\$50,000	96%	\$300,000	NO	\$50,000
7.50%	Fire Prevention Officer	\$50,000	96%	\$300,000	NO	\$90,000
10%	Fire Prevention Officer	\$50,000	96%	\$300,000	NO	\$160,000
3%	Fire Prevention Officer	\$30,000	96%	\$300,000	NO	\$60,000
5%	Fire Prevention Officer	\$30,000	96%	\$300,000	NO	\$100,000
7.50%	Fire Prevention Officer	\$30,000	96%	\$300,000	NO	\$140,000
10%	Fire Prevention Officer	\$30,000	96%	\$300,000	NO	\$210,000
3%		\$50,000	96%	\$300,000	YES	
5%		\$50,000	96%	\$300,000	YES	
7.50%		\$50,000	96%	\$300,000	YES	
10%		\$50,000	96%	\$300,000	YES	

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Scenario #2 Water/Sewer Contributions

- Possibility of Water and Sewer rates contributing to the Fire Department. Wildfires can severely damage utility infrastructure. This contribution protects water and sewer District assets.
- A few neighboring Districts currently practice this method

Water Distribution System Damage

Service lines, hydrants, and plumbing were damaged and leaking (a,b,c,e). Some hydrants were left open, fire-fighting equipment was left behind (f). Water meters to properties with destroyed structures were removed (d).

<https://phys.org/news/2023-01-lessons-colorado-costliest-wildfire.html>

NOTHING HAS BEEN VETTED. Needs to go through a nexus study/rate setting process before implementation. Earliest would be FY2026.

March 22, 2024 Olympic Valley Public Service District 15

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Scenario #3 Fee for Services

Charge fee for out-of-district emergency service calls

Assumptions (conservative)

- Administered by 3rd party
- OVFD averages 600 annual calls, 50% are visitors
- \$300/visitor call
- 300 visitors x \$300/call = \$90,000
- \$90,000 x 20% admin fee from 3rd party = \$18,000
- \$90,000 x 50% estimated recovery from 3rd party = \$45,000
- Net **\$27,000** to the Fire Department

This revenue has not been incorporated into the modeling. Information only at this point

March 22, 2024 Olympic Valley Public Service District 16

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Scenario #4 and #5 ASCWD Service Contract

Assumptions

- Will need to add three new Battalion Chiefs
 - CalPERS Safety Classic member. Approximately \$230,000/year each with wages and benefits.
- Will need to add three new Firefighter/Paramedic.
 - CalPERS Safety PEPRA member. Approximately \$139,000/year each with wages and benefits.
- Staffing goes to 6/5
- New capital assumptions include a Battalion Chief car plus Misc improvements @ ASCWD station: Approximately \$25,000/year contribution

March 22, 2024 Olympic Valley Public Service District 17

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Scenario #4 and #5 ASCWD Service Contract

Results

- Additional wages: \$783,000
- Additional benefits: \$329,000
- Additional PERS: \$172,000
- Total additional staffing needs: \$1,284,000

- Additional operating expenses: \$26,000
- Additional capital contribution: \$25,000
- Annual Revenue Requirement: **\$1,335,000**

Property tax assumed from ASCWD: \$762,000

Deficit = \$573,000. Additional ASCWD funding would be needed (tax measure)

March 22, 2024 Olympic Valley Public Service District 18

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Scenario #6 Ambulance Services

- Ambulance study was completed by AP Triton in October 2022
- Estimated \$220,000 in revenue to OVFD
- Estimated \$210,000 in annual operating and capital expenses
 - Excludes labor costs as no additional staff is considered (keep 5/4 staff)
- At time of study, ambulance service had OV community support, did not have regional support
- This revenue has not been incorporated into the modeling, information only at this point

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Potential Revenue Not Included in Analyses

**Revenue that is not guaranteed year over year
and is not included in budget setting**

- Strike Teams
- TOT Funds
- Grants (Operations, Capital, Fuels -CAL FIRE, SAFER, DHS AFG)
- Truckee-Tahoe Airport Regional Funding
- Cost Sharing with Liberty Energy Fuels Program
- Extend useful life of assets in Capital Replacement Plan (CRP)
- Fundraisers
- In-Kind Donations

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Additional Revenue Generation Measures

- Parcel Tax (Special Tax)
 - 2/3 Voter approval
 - Drafting, submission to voters, outreach, education
 - Election
- Benefit Assessment
 - Benefit assessment for fire suppression
 - May charge for parcels for special benefit (not general benefits)
 - Engineer's Report required to justify charge and distinguish between special and general benefits
 - Notice and protest hearing under Prop 218

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Changes of Organization

- Consolidation, Annexation, Changes of Organization
 - MSR/Sphere of Influence
 - Resolution/Petition (CEQA)
 - Tax Sharing Agreement
 - LAFCo review
 - Protest Proceedings
 - Election
- Alternative: JPA Agreement (Gov. Code, § 6500 et seq.)
- Alternative: Fire Protection Contract (Gov. Code, § 56134.)

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Regional Context

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Conclusions

- Modeling provided today is information only
- Priority is completing new MOU which begins July 1, 2024
- Direction to think about – parcel tax, annexation, or something else?
- How will these scenarios fit into our strategic plan?

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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-3
19 Pages

FIRE DEPARTMENT ANNUAL REPORT

DATE: March 26, 2024
TO: District Board Members
FROM: Brad Chisholm, 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 2023 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:

- 2023 Fire Department Annual Report from Chief Chisholm.
- Graphs/Charts Depicting 2023 Incident Data.
- 2023 EMS, Fleet, and Facilities Report from Captain Rytter (A-Shift).
- 2023 Fire Prevention Report from Captain De Deo (B-Shift).
- 2023 Fire Department Training Report from Captain Walde (C-Shift).

DATE PREPARED: March 20, 2024



OLYMPIC VALLEY FIRE DEPARTMENT

FIRE DEPARTMENT ANNUAL REPORT

A summary of OVFD accomplishments and activities in 2023:

- Emergency calls: 678 - a new record, and 93 calls more than 2022
- EMS calls: 372 (71% of calls in district)
- Calls to Palisades Tahoe: 38%
- Mutual Aid
 - ❖ Received: 420, accounting for 81% of calls in our district (NTF: 395; TRK: 25),
 - ❖ Provided: 155
- California saw a mild fire season with OVFD participating in a 15-day Preposition-Flood Assignment in the central valley. No strike team deployments.
- Winter of 2023 proved to be a considerable challenge, testing the cooperation of fire agencies, snow removal contractors, ski areas, Operations department, utility purveyors and County and State agencies. It resulted in six Nixle notifications and an avalanche impacting Shirley Lake Condominiums
- Brad Chisholm was promoted from Captain to Fire Chief in June and assumed the role in July.
- Chief Chisholm was elected to the Lake Tahoe Regional Fire Chiefs' Association Vice-Chair position in August and will assist this organization to continue its important and impactful work to support fire and law enforcement, local, regional, county and state agencies, and private organizations.
- We continue to have very productive relationships with allied agencies, Palisades ski patrol and mutual aid cooperators.
- Our Firefighters Association, with a great deal of community support, hosted the Fire Ball, a grown-up version of the historic Firefighters' Halloween Ball. This provided an opportunity for our department to bring the community together in a relaxed and enjoyable setting as well as an opportunity for OVFD to share information about the fire department, raise awareness, and do a little fundraising.

Olympic Valley Fire Department had a year with challenges and rewards.

After serving Olympic Valley since 1994, Chief Allen Riley retired in July. He departed amongst a retirement party with great fanfare, a hint of raucousness and a bit of emotions. With his retirement, and the resignation of Firefighter/Paramedic Mike Wright, we spent much of the year down two fulltime positions. As is being experienced by the industry, recruitment, and to some extent, retention, are major challenges for OVFD. We will continue to be persistent in our efforts in these areas, but we will not compromise finding the right person just to fill a vacancy.

In August we scaled back our Seasonal Firefighter program. What was intended to be a pilot program ahead of providing ambulance services became a revolving door of recruitment, onboarding, and training on the basics. Instead, we pivoted and employed them to fill our two FF/Medic vacancies. These two

OLYMPIC VALLEY FIRE DEPARTMENT

members had each spent one season with us. If we are again unsuccessful at filling our fulltime positions, I will consider extending this program.

Innovate or die. We hear this common phrase in business, but it is just as important to apply that to the fire service. One of my focuses has been to better understand OVFD's Business Model and Brand Strategy. In the past, we were well served by volunteer, part-time and call back-labor to meet the unique demands of our community. A brief recaption of past efforts to innovate and remain competitive and relevant are as follow:

- 1998: Construction of fire station at 1810 property.
- 1998-2001: Purchased two Type I fire engines and one Type III brush engine.
- 2000: BOD approved the addition of three firefighter/EMTs to achieve 3-0 staffing.
- 2000: BOD agreed to a 75-percentile wage/benefit contract with Labor.
- 2004: District opened the 305 OV Rd campus, housing all Departments under the same roof.
- 2005: With the help of a FEMA SAFER grant, BOD approved a 4-0 staffing model.
- 2005: BOD gave the direction and approval to go to an ALS non-transport service model.

Over the course of these five short years OVFD made very significant strides in keeping up with regional trends and industry standards. OVFD was competitive, engaged, and participated meaningfully at a local and regional level. We were able to recruit exceptionally talented personnel, provide industry leading training opportunities and provide extensive participation in OES deployments, all while not compromising the level of service to the community.

In the coming years however, subtle changes presented challenges OVFD had not previously experienced, most notably funding and recruitment/retention. These should have been more prominent red flags; warning that our business model was faltering. Assuming these were temporary changes and challenges, OVFD maintained the existing path. Today, OVFD has no volunteer, part-time or call-back labor. While this is not necessarily bad, it is a fundamental change with implications that need to be recognized, understood, and addressed. It demands a change in our business model that ensures our community receives the level of service they deserve and expect.

Another area where we need to be aware is Brand Strategy. For many years we were stationed out of what was one of the most envied firehouse locations in the country - south facing, small enough to be quaint and inviting but large enough to be accommodating, on a street that saw lots of foot traffic allowing for frequent public interactions, and an unparalleled view of an iconic mountain. The public would see Firefighters on the apron - training, rolling hose, washing apparatus - and would inquisitively stop by. It was a priceless recruitment tool that wasn't recognized until we lost that station. Another significant strategy is Name Branding; what one does with their name and how do they leverage it. Around the region and around the state, our Fire Department was known, and the Valley was known. On strike team assignments, we had a reputation as the hardest working engine on the hardest working strike team on the fire. On our off days, Firefighters would come up to us and ask about us, about the Department, and about the Valley. When we changed our name to Olympic Valley FD, we lost our Brand Recognition and our ability to leverage that Brand. On strike teams now, people either don't know where we are from or think we are from the Olympic Peninsula in Washington state. It's heart breaking.

OLYMPIC VALLEY FIRE DEPARTMENT

Another factor is simply the change in the demographics in Olympic Valley, driven by real estate prices, the short-term rental industry and a change in the ski industry. A Valley famous for producing Olympians and producing elite athletes that defined the cutting edge of industry innovation, skier/rider accomplishments and straight up fun, resulted in people flocking here for that lifestyle. OVFD directly reaped the benefits of this young and talented diaspora. Our name recognition and identity have been minimized and so has our ability to leverage those. This has led to recruitment challenges because we must now recruit by more traditional means - competing on the same playing field as agencies with the ability to offer attractive salary/benefit packages, experience and advancement opportunities, often in much more affordable communities.

What does this mean and how do we get there? As with any need to innovate, it will come with a lot of work to understand the issues and determine the best path forward. With an open mind, we must consider things unique to OVFD including our community, funding, regional agreements and ability to deliver service, as well as things more general and industry related such as demographics, generational changes, economies of scale and industry trends. It is welcoming to see that this conversation has recently been happening at the management and BOD levels. Staff is working to provide BOD with data, scenarios and options to make intelligent decisions and provide direction for a sustainable business model.

Recruitment and retention are a challenge in the fire industry as a whole and we feel it firsthand 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. Response time requirements to Station 21 are likely to create challenges for Fire Chief recruitment.

With considerable help from Jessica Asher, the Olympic Valley Community Wildfire Preparedness Plan is being put into practice. OV-1 broke ground in 2023 and, along with OV-3, is expected to be completed in summer 2024. OV-4 also is moving forward with an outreach campaign that resulted in universal approval by all private parcel owners as well as a possible collaboration with the Washoe Tribe and Placer County, who own adjacent parcels. A Cal Fire Prevention grant application was submitted for OV-5. There are rumors that CAL FIRE may pause funding of future grant requests due to the State's budget, so we are very hopeful for a favorable decision, otherwise it might be a prolonged period where no state funds are available for such projects.

OVFD sponsored a regional grant consisting of 126 SCBA units, of which OVFD would receive 22, enough to replace our current stock. The grant request is for \$997,000 and includes Olympic Valley FD, Truckee FPD, Northstar FD and Fallen Leaf Lake FD. Award notifications are expected to begin in late spring 2024 and last through the summer. If unsuccessful, OVFD will have to immediately replace 24 SCBA cylinders at a cost of \$55,000 and plan a full SCBA replace in 2029 at an estimated cost of \$225,000.

OVFD took delivery of a 2023 Chevrolet Tahoe to replace the 2014 Ford Explorer as the Department Command Vehicle. This will provide a vehicle more suitable for the job given our climate. Fleet vehicles are exceptionally difficult to procure, as we are experiencing with our Utility vehicle replacement efforts, which we have been attempting for three years now. We have a request in for a 2024 Ford F-250.

OLYMPIC VALLEY FIRE DEPARTMENT

The crews continue to 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), physical fitness (90 minutes) 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 busy during their 48-hour shifts and maximize their time to ensure department and community needs are met.

The three shifts shoulder significant responsibilities ranging from response readiness and training to public education and classes, to general operations and administration. Our staffing model often requires the shift Captains, who the industry typically identifies as leading the engine company on an incident, to also assume the role of incident commander, either from the seat of a fire engine or while in operational mode. While we have practiced this for many years it does compromise proper command and control of an incident. If the Fire Chief is in the Valley, this may change depending on availability. If there is a significant incident the Fire Chief will respond from home in Truckee when available, and our dispatch will request a Chief Officer from a neighboring agency, but both of these come with a delay at a critical time in the incident. This burden therefore trickles down to the other firefighters on scene who must assume additional roles.

The shifts do what they can to balance and prioritize jobs, but inevitably the administrative duties interfere with duties that should take priority. Examples of these administrative duties per shift are as follows:

- A-Shift: Captain Josh Rytter is OVFD's Emergency Medical Services (EMS) Coordinator. With help from A-shift, he works to ensure all personnel are up to date and compliant with regulations, policies, protocols, and EMS training. Captain Rytter is also the Fleet and Facilities Manager, keeping our buildings and equipment in service and maintained. We are fortunate that Captain Rytter is a knowledgeable mechanic and is often able to perform repairs in-house. Performing some in-house mechanics comes with a level of liability with not having work completed by a certified mechanic. Captain Rytter is aware of this and aims to only perform work on problems that would not result in a driver safety issue, otherwise he looks to outsource the work.
- B-Shift: Captain Chris DeDeo is OVFD's Prevention Officer and oversees much of the prevention work of the department. Captain DeDeo, with help from B-shift shift, assists the Chief with plan review, and inspections including fireworks, special events, tents, LPG, sprinkler, short-term rental, and residential construction. Captain DeDeo also coordinates the inspection for the three shifts of commercial properties (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 Olympic Valley and the Truckee River corridor, all of which often take multiple inspections before meeting compliance. His prevention work also includes frequent communication with Placer County and a close collaboration with Nicole Whiteman, who has proven to be critical for the success of our Prevention efforts. While OVFD crews do an impressive job with this, performing prevention duties with members who are not

OLYMPIC VALLEY FIRE DEPARTMENT

dedicated prevention officers does come with an element of risk from lack in knowledge in code interpretation and enforcement, identifying violations and following up on violations.

- C-Shift: Congratulations to Hans Walde for his well-deserved promotion to Captain. Captain Walde now oversees OVFD's Training responsibilities. He also represents OVFD at the North Tahoe Training Officers' Association to arrange for beneficial regional training. Captain Walde assigns, logs, and updates all monthly and yearly training, task books and career-track guidance for all OVFD members. Captain Walde has also carried over many of his previous responsibilities of managing our platforms for shift scheduling/payroll, incident response, and inspections. Engineers Gooding and Halterman have been contributing to this as well to help provide Captain Walde achieve a manageable workload. Captain Walde's training responsibilities also include ensuring we comply with mandates, standards and best practices. This is a very important and time-consuming responsibility that directly results in member competency and ability to deliver necessary services.

These three Captains have provided annual reports, as provided at the end of this report.

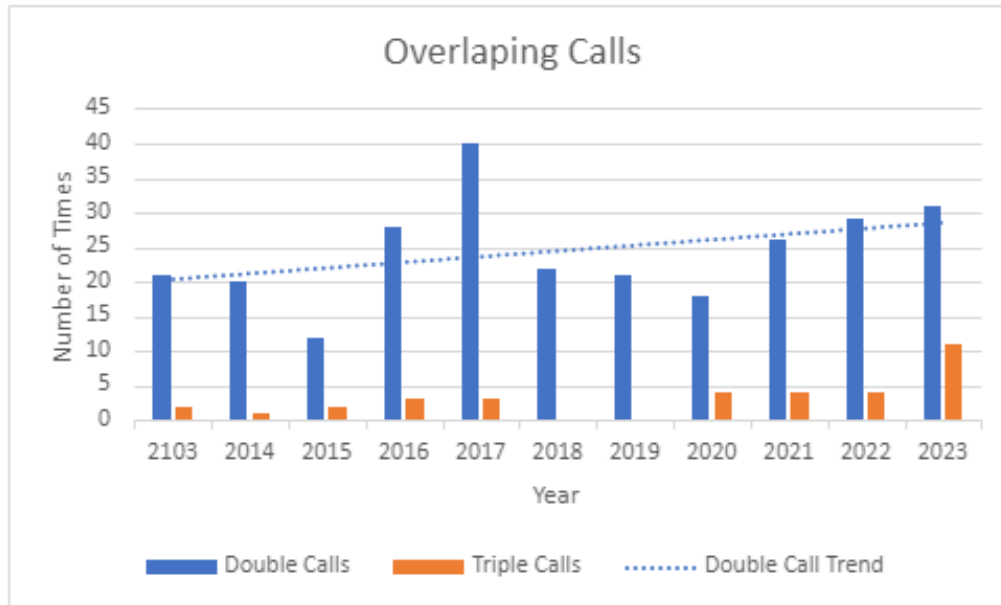
I am very grateful and humbled to be the Olympic Valley Fire Chief. I am proud of this organization and our dedicated members. We have a group of members who are skilled and knowledgeable and always work with the communities' best interest in mind. I am grateful to the exceptionally capable and helpful administrative staff who all work tirelessly to help me succeed in serving Olympic Valley. And thank you, to OVPSD Board of Directors, for your confidence and support.

Onward!

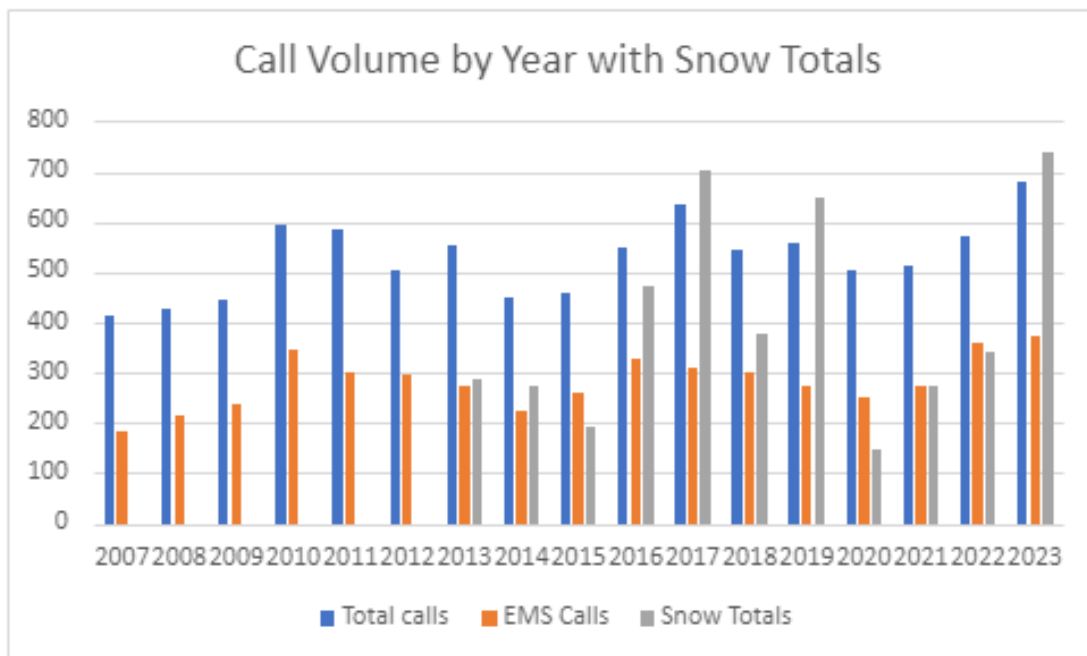
A handwritten signature in black ink, appearing to be the initials 'M.W.' or similar, written in a cursive style.

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Overlapping Calls by Year (2013-2023)



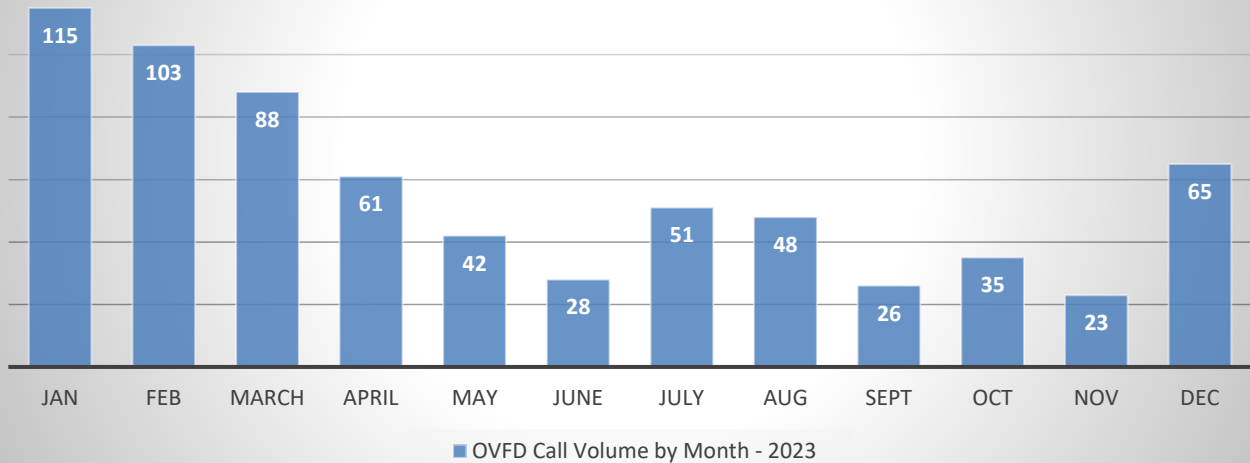
Call Volume by Year – Total / EMS / Snow Totals



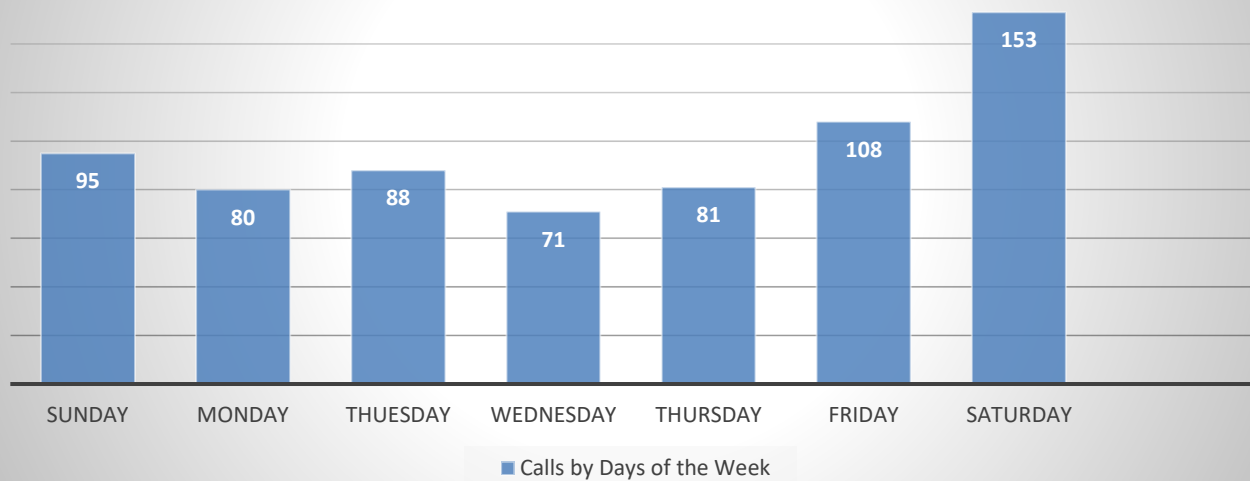
Graphs courtesy of Captain Hans Walde

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OVFD Call Volume by Month - 2023

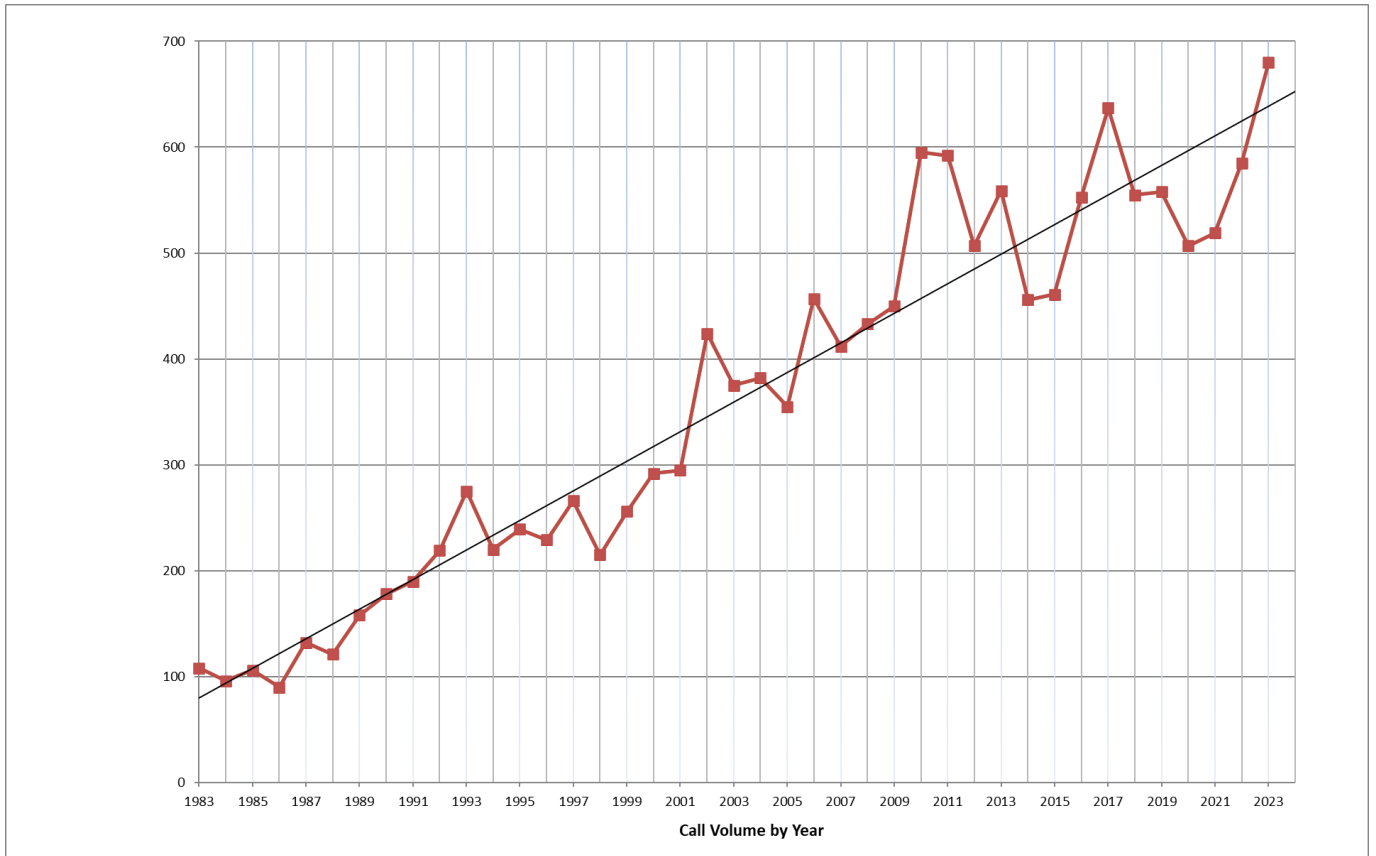


OVFD Call Volume by Week - 2023



OLYMPIC VALLEY FIRE DEPARTMENT

Call Volume 1983-2023



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Fire Department Staff - 2023

Name by Rank	Years of Service
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Chief

Brad Chisholm	27
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Captain

Chris DeDeo	29
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Josh Rytter	17
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Hans Walde	18
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Engineer

Engineer-Paramedic Kurt Gooding	20
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Engineer-Paramedic Jeff Geigle	16
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Engineer-Paramedic Scott Halterman	6
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Firefighter

Travis Smith	23
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John Rogers	20
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Keith Erickson	6
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Leroy Valadez	7
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Seasonal Firefighter

Cody Borreson	1
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Eric Fuchslin	1
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OLYMPIC VALLEY FIRE DEPARTMENT



2023 Fire Department EMS, Fleet, and Facilities Report

EMS

Olympic Valley Fire Department personnel continue to pride themselves on providing timely and professional emergency care to the community and its constituents. OVFD responded to 372 emergency medical services (EMS) incidents last calendar year – up 5.4% from the previous year.

The health and well-being of staff, while providing exceptional service to the community is of utmost importance.

Notable items

- We were challenged with staffing shortages due to two vacant positions and a staff member out on injury. We were able to maintain our high level of service through overtime with minimal forces for coverage.
- The fire department continues to analyze the feasibility of ambulance transport. Currently the budget and staffing do not allow this to happen. The recommendation was to stay with our current level of service – ALS non-transport.
- 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 to meet industry training standards and to stay current 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 purchased new EMS training mannequins to replace broken and outdated mannequins.

The fire department was able to stay updated and current during dynamic times and stay within the budget for our EMS/Paramedic program.

Fleet Maintenance

Fleet maintenance ensures 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 performs annual inspections and maintenance on our apparatus when he is available. 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 are constantly looking for additional qualified mechanics due to Frank Jones busy schedule.

Notable items:

OLYMPIC VALLEY FIRE DEPARTMENT

- E21: OVFD had Siddons-Martin perform front end maintenance on E21 that proved to be costly. We maintain nine apparatus and numerous tools to remain in a state of readiness. We continue to monitor asset replacement funds and research the most economical replacement options.
- E221: Exempt from many emissions and DEF mandates, E221 continues to be a reliable resource. It was decided that rather than refurbish, an appropriate approach is to monitor and maintain.
- WT21: Water Tender 21 was replaced by a new tender from Midwest Fire that we took delivery of 2/2023.

We will continue to monitor fleet maintenance and/or repairs prior to catastrophic failure and maintain our high level of professionalism and readiness for the community.

Facilities Maintenance

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.

Notable items:

- Portions of the interior lighting is slowly being upgraded to LED.
- Researching options for flooring/carpet replacement and appliance replacement.
- Continue to monitor facility maintenance and/or repairs prior to end of useful life.

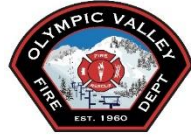
Olympic Valley Fire Department personnel continue to pride themselves on providing timely and professional emergency care to the community while maintain EMS training and delivery standards, ensuring response readiness for our fleet and provide and maintain facilities as necessary.

Sincerely, Josh Rytter

Fire Department Fleet - 2023

Designator	Year	Description	Mileage
Engine 21	2016	All-wheel drive Type 1 structure engine	24,680
Engine 221	2001	Two-wheel drive Type 1 structure engine	36,462
Brush 21	2017	Type III wildland/urban interface engine	17,413
Rescue 21	2006	Medium rescue with vehicle extrication	17,123
Utility 21	2011	Ford F150 Crew Cab pickup truck	56,450
Command 21	2023	Chevrolet Tahoe	200
Command 21	2014	Ford Interceptor	63,808
Water Tender 21	2023	2,000-gallon water tender/pumper	2,049
Brush 22	1998	Type III wildland/urban interface engine	35,735
Ranger 21	2014	Polaris Ranger Crew 900 UTV	987

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2023 Annual Prevention Report Captain Chris De Deo (B-Shift)

Defensible Space Inspections:

Working at the engine company level, the Olympic Valley Fire Department completed 620 defensible space inspections in Olympic Valley on single-family residences and lots in July. 958 violations were cited in the first round of inspections. We completed 903 residential inspections for the 2023 season, and 1,283 violations were cited. We also inspected most HOAs and Condo Associations. Chief Chisholm and I attended Eastern Placer County Prevention meetings quarterly. The purpose of these meetings is to share ideas, collaborate on fire codes and ordinances, and have a more standard approach to prevention in each of our jurisdictions. However, due to the lack of staffing, the addition of Short-term Rentals, and Real Estate defensible space inspections, only 450 second inspections were completed. Our defensible space program continues to challenge our duty staff to maintain compliance and follow up on second and third inspections.

OVFD supported residents by writing letters to help property owners maintain their homeowner's insurance. Additionally, OVPSD contacted the community residents by posting wildland fire information on the district website, local newspapers, social media, and mailings. The fire danger rating sign was posted and updated daily in front of the station to inform the public of the day's fire danger. We scheduled six chipping days over the summer with Placer County, but because our green waste days are so successful, only one resident took advantage of the chipping program. Defensible space cleanup days were coordinated with OVPSD, Friends of Olympic Valley, Firewise, and Palisades Tahoe. Over the five separate cleanup days throughout the summer, Olympic Valley homeowners removed 660 cubic yards of green waste! 22 homeowners took advantage of our district dumpster rebate and removed an additional 42 yards. Thank you to all the homeowners that participated, OVPSD Operations, Friends of Olympic Valley, Firewise, and Palisades Tahoe, for supporting the community's green waste days. I'd also like to thank Office Supervisor Nicole Whiteman for all her work in helping with our prevention program.

The Firewise Program gets the community involved in taking action and ownership to protect their homes and community against the threat of wildfire, focusing on defensible space and "home hardening." OVFD worked with members of the Firewise community on their recertification through the 2023 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

OLYMPIC VALLEY FIRE DEPARTMENT

fire pits, barbeques, 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:

Annually, 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. Chief Chisholm does plan checks and inspections on remodels and new construction.

Our inspection program aims to identify and abate unsafe conditions and promote a safer environment within and around these establishments. It also allows OVFD line personnel to familiarize themselves with the buildings' layout in the event of an incident and update Pre-Fire Plans.

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 two certified instructors who teach CPR, 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 remain a reliable resource for the community while maintaining positive and cooperative working relationships with the district's business owners and property management companies.

2024 Objectives:

OVFD will continue to use FireAside, a digital platform for defensible space inspection. FireAside allowed us to inform homeowners about their defensible space violations with online participation and door hangers. This year, we will mail all inspections to homeowners and lot owners within seven days of their inspection. This program allows homeowners to fix violations by submitting questions and pictures, saving us time on physical reinspections. We did not enforce the home hardening portion of the program because of the extra time required for each parcel and staff availability. The Eastern Placer County Prevention Officers are working on a Zone 0 ordinance. California wanted to pass Zone 0 for existing structures this year but is now looking at 2026. We and our local partners believe Zone 0 is vital to a home's overall defensible space. This year's focus will remain on dead trees, vacant lots, and maintaining properties once there is defensible space compliance. All commercial occupancies will be scheduled for inspections this year, and our pre-fire plans will be updated. OVFD will continue to support the Firewise community in helping better prepare our community against wildfire threats.

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Prevention Officer Workload:

With the continuing increase and demand for Prevention, it is evident that more labor hours, personnel, and training are necessary to provide our community with the safest outcome from the threat of wildfire. OVFD Prevention Program often falls short of our intended goals due to the need for a dedicated Prevention Officer and supporting staff. Northstar Fire Department Prevention Division is staffed with three full-time personnel. They also hire independent contractors for their spring, summer, and fall fuel management projects. North Tahoe Fire and Truckee Fire Prevention Divisions each staff seven full-time and an additional six during spring, summer, and fall. Defensible space laws continue to increase. Insurance companies continue to implement new regulations. Without a dedicated prevention officer and supporting staff, Olympic Valley and the river corridor will continue to fall further out of defensible space compliance with Placer County and state ordinances.

Chief Chisholm approves overtime for line staff to come off-duty to complete prevention-related work. However, family, low staffing levels, and personal commitments have proven this difficult for the line staff to accomplish.

A full-time Fire Prevention Officer and seasonal supporting staff could be tasked with most of our more extensive commercial inspections, STRs, and defensible space and help Chief Chisholm with the many types of residential, commercial permits, and special event permit inspections throughout the year. The Prevention position would also benefit the line staff by freeing up time for their ongoing station projects, vehicle and equipment maintenance, education, and the continuous addition of company training that contributes to our Insurance Services Office (ISO) rating of 2.

Sincerely,
Captain, Chris De Deo

OLYMPIC VALLEY FIRE DEPARTMENT



TRAINING

2023 Annual Training Report

Training for Olympic Valley Fire Department in 2023 was performed under the direction of the Fire Chief, with the support of the General Manager, Board of Directors, and with the participation of OVFD members.

2023 saw hands on evolutions, online classes and in person courses. Training was conducted with an approach that promotes the advancement of our members, to better serve our community and continue to work towards compliance with mandates, best practices, and industry standards.

Classes:

OVFD continues to offer a generous training program. In 2023, OVFD personnel attended 17 fire/rescue related classes. While this is a slight decrease from 2022 (22 classes), we had two members out on injury at the beginning of the year, lost a member to another fire department and a second to retirement. With promotional testing and being short-staffed for much of the year it has been challenging for members to attend classes outside of the department.

The following shows the Fire/Rescue/EMS related classes and hours of OVFD members in 2023.

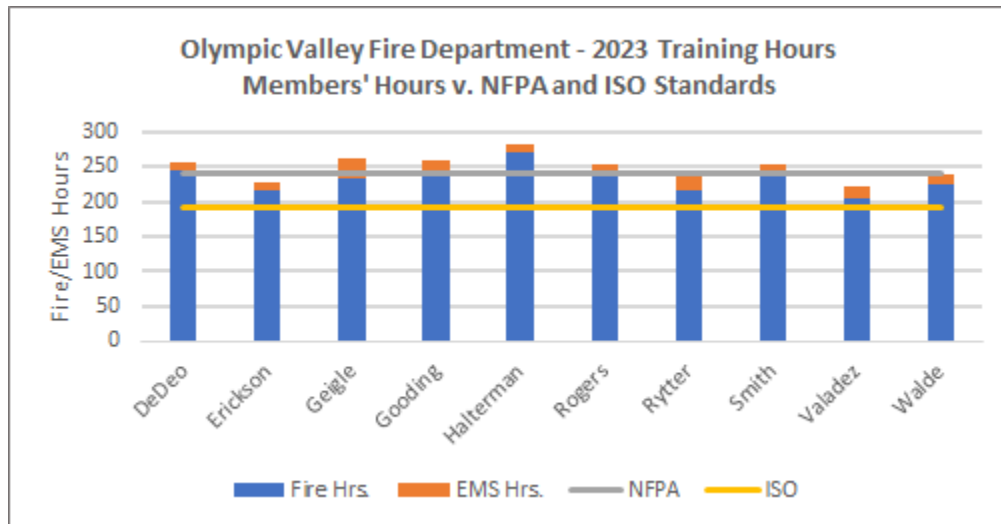
Member	Classes Attended	Total Hours
DeDeo	1	3
Walde	0	0
Rytter	0	0
Geigle	1	32
Gooding	7	43
Halterman	4	53
Rogers	4	19
Smith	0	0
Erickson	0	0
Valadez	0	0

It is important that all OVFD members diversify training to build and maintain their skills, prepare for promotional opportunities and succession planning, and meet industry standards and best practices.

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OVFD strives to meet the NFPA standard of 240 hours (about 1 and a half weeks) per person, per year. NFPA recognizes all training hours for a year - fire, rescue, and EMS. ISO does not include EMS hours, and therefore requires only 192 annual hours specific to fire/rescue related training.

The following graph illustrates the Fire/Rescue and EMS training hours of OVFD members in 2023.



Annual Training Calendar:

Our Annual Training Calendar outlines topics on a per tour basis. This averages between three and four topics a month, with the last week of each month left for shift choice/makeup. Each topic includes a training outline and resources the shift may use in class and for drills. The intent of the training calendar is to promote uniformity and consistency among our members. Staff trains on over 200 topics over the year. Each staff member averages two hours of training per day of work.

Personnel:

Seasonal Firefighters: We continue to staff Seasonal Firefighters on the two shifts that are short staffed. Our current Seasonal Firefighters completed a task-book in their first four-month assignment, last summer. This task-book augments both the orientation/mini-academy and company training as a method of training new hires on the tools and techniques utilized at OVFD. Once they complete their task book, we simply default to weekly company training for ongoing skills retention.

Firefighters: Our Firefighters are progressing with their Career Track. Of our four Firefighters, two are Acting Engineer qualified and have also completed their Company Officer certification. The other two continue to progress through their career path classes.

Engineers: Two of our Three Engineers are qualified and capable of performing as an Acting Captain. This ability provides flexibility when staffing the station and responding to calls locally and statewide.

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Among many other routine and extra responsibilities, one oversees our Radios/Communications, another Ladders/Hoses and the third is currently on probation having promoted this past year.

Captains: While Captains do lean heavily on their crews, it is the captains that ensure shift training is completed in a timely and purposeful manner. While the Training Calendar provides an outline and resources for each topic, the captain is responsible for appropriate classroom presentation and manipulative scenarios.

California State Fire Marshall (CSFM) / State Fire Training (SFT):

CSFM classes are still a valuable resource for the education of OVFD members. SFT continues to align with IFSAC and Pro Board to meet national standards. This also includes aligning with NWCG and FEMA-NIMS courses.

North Tahoe Training Officers' Association:

NTTOA has been active, and as of January 1, 2023, Captain Erik Jitloff of Truckee Fire has assumed the role of NTTOA President. Live fire training at the Carson City training facility, multi-company evolutions, and a spring wildland drill are scheduled for this April.

Target Solutions (TS):

We continue to use TS to manage all our training assignments, as well as their distribution, logging, and tracking. We also track mandated certifications on TS in which individuals are notified at intervals well ahead of their expiration dates. This allows our users to easily monitor their entire training profile and provide for their own accountability.

Training Facility:

Local:

Olympic Valley Fire continues to be **without** an appropriate training facility. A location where firefighters can train without concern of causing damage is necessary to build and maintain proficiency. With our lack of a training ground, we often theorize and pretend rather than truly train. We understand space is in short supply, but options do exist for a reasonable training site on our existing property. Space can be made for a training facility at the 1810 or 305 properties in collaboration with OVPSD Operations. A motto in the fire service is "train like it's the real thing." We make every effort to do this but without a dedicated facility we are challenged to achieve this. The Fire Department needs a location where we can safely place ladders, drag hoses, flow water, fill a building with smoke and practice search and rescue techniques without fear of causing damage. With mutual aid several minutes away, we need to be sure the limited personnel that arrive with our initial response are proficient. We can only accomplish this goal with a dedicated training facility within our district.

Regional:

A Regional Training Facility continues to be in the talking and planning stages although a location to place it has not yet been found. Land near the TTUSD Bus Barn/Transportation building is being considered. A lot of support still exists for this project, with local agencies earmarking funds and grants being identified, as well as buildout time, sight layout, training delivery methods, and regional approaches/cooperation all continuing to be discussed.

OLYMPIC VALLEY FIRE DEPARTMENT

A regional training facility for interagency use would ideally consist of a three-story tower that accommodates Class A and B fuels, and props that include high angle rescue, roof/ceiling, and FDC/standpipe. Ground level props include aircraft, railroad, trench, confined space, drafting, and LPG/LNG. We also envision a fully functional classroom, lockers, storage and dedicated apparatus, equipment, and props.

This facility would certainly be a game changer for local fire departments - allowing for routine multi-company/agency training and drills, local fire academies and to host SFT classes.

A regional training facility should only serve to complement a training facility within our district as it remains only in the conceptual phase and OVFD crews could not utilize it daily without leaving our response area uncovered.

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 are short on some of their requirements, most notably, Facility Training. Target Solutions is a valuable tool to coordinate and meet ISO requirements.

2024:

In the year ahead we will continue to utilize Target Solutions as our training platform to build, assign, and track training. We anticipate hiring two firefighters in the coming months to fill the current vacancies and will spend a significant amount of time training them in our policies, procedures, and fire district. Although we encourage our members to seek additional training outside of our department, it has become more difficult in recent years for our members to take time away from their families. We hope to acquire space within our current facilities to establish an in-district training facility. 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 both our immediate community, the State of California, and appreciate the support we receive in this effort from the Fire Chief, the General Manager, the Board of Directors, and the community.

Respectfully,

Hans Walde



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-4
12 Pages

FIRE DEPARTMENT INSPECTION RECEIPT

DATE: March 26, 2024
TO: District Board Members
FROM: Brad Chisholm, 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 22 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-two (22) occupancies that could be considered Group R. All twenty-five (25) 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 199 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 2024-03 acknowledging inspections of Group E and Group R occupancies.

2. Do not adopt Resolution 2024-03.

FISCAL/RESOURCE IMPACTS: None.

RECOMMENDATION: Adopt Resolution 2024-03 acknowledging inspections of Group E and Group R occupancies.

ATTACHMENTS: Resolution 2024-03
2023 Building Inspection Summary

DATE PREPARED: March 15, 2024

Previous Year ▾ Jan 1, 2023 - Dec 31, 2023 ▾

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Fireworks Public Display	02/25/2023	DEDEO, CH..	1114	07/30/2022	12/28/2023	[REDACTED]	Olympic Valley, CA, 96146
Commercial (Annual)	01/20/2023	CHISHOLM..	1093	11/21/2022	01/10/2024		Olympic Valley, CA, 96146
Commercial (Annual)	01/25/2023	CARLSON,...	1100	12/22/2022	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	03/02/2023	CHISHOLM..	1106	03/03/2022	03/05/2024		Olympic Valley, CA, 96146
Commercial (Annual)	03/02/2023	CHISHOLM..	1107	03/03/2022	03/05/2024		Olympic Valley, CA, 96146
Commercial (Annual)	03/02/2023	CHISHOLM..	1108	03/03/2022	03/05/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1115	03/08/2023			Olympic Valley, CA, 96146
Commercial (Annual)	03/16/2023	RYTTER, JO..	1117	06/08/2022			Olympic Valley, CA, 96146
Commercial (Annual)	03/16/2023	RYTTER, JO..	1118	07/08/2022			Olympic Valley, CA, 96146
Commercial (Annual)	03/16/2023	RYTTER, JO..	1119	09/15/2022	06/01/2023		Olympic Valley, CA, 96146
Commercial (Annual)	04/16/2023	RYTTER, JO..	1121	03/16/2023	02/25/2024		Olympic Valley, CA, 96146
Commercial (Annual)	03/17/2023	RYTTER, JO..	1122	08/23/2022	12/05/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	03/22/2023	RILEY, ALL...	1124	08/08/2022	06/05/2023		Olympic Valley, CA, 96146
Commercial (Annual)	03/27/2023	CHISHOLM..	1126	02/25/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1130	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1131	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/07/2023	CHISHOLM..	1132	04/24/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1133	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/07/2023	CHISHOLM..	1134	04/24/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1135	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/07/2023	CHISHOLM..	1136	04/24/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1137	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1138	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/13/2023	CHISHOLM..	1139	04/07/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/24/2023	DEDEO, CH..	1141	04/13/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/24/2023	DEDEO, CH..	1142	04/13/2023	01/08/2024		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	04/24/2023	DEDEO, CH..	1143	04/13/2023	01/08/2024	10000 Olympic Blvd, Suite 100, Olympic Valley, CA 96146	Olympic Valley, CA, 96146
Commercial (Annual)	04/24/2023	DEDEO, CH..	1144	04/13/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	04/24/2023	DEDEO, CH..	1145	04/13/2023	01/08/2024		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	05/22/2023	RILEY, ALL...	1146		01/05/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/16/2023	RYTTER, JO..	1147	05/07/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/16/2023	RYTTER, JO..	1148	04/26/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	05/16/2023	RYTTER, JO..	1149	05/07/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/16/2023	RYTTER, JO..	1150	05/07/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/16/2023	RYTTER, JO..	1151	05/07/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	05/23/2023	DEDEO, CH..	1152	04/01/2023	06/22/2023		Olympic Valley, CA, 96146
Commercial (Annual)	05/23/2023	WALDE, HA..	1153	05/16/2023	01/08/2024		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	06/01/2023	RILEY, ALL...	1155	01/18/2022	07/21/2023		Olympic Valley, CA, 96146
Commercial (Annual)	06/01/2023	WALDE, HA..	1157	03/16/2023			Olympic Valley, CA, 96146
Commercial (Annual)	06/01/2023	NULL	1158	03/16/2023			Olympic Valley, CA, 96146
Residential Final	06/05/2023	RILEY, ALL...	1159	03/22/2023			Olympic Valley, CA, 96146
Residential Fire Sprinkler System	06/23/2023	RILEY, ALL...	1160	10/28/2022	07/06/2023		Olympic Valley, CA, 96161
Residential Fire Sprinkler System	06/30/2023	CHISHOLM..	1161		09/03/2023		Olympic Valley, CA, 96146
Residential Final	07/06/2023	CHISHOLM..	1162	06/23/2023			Olympic Valley, CA, 96161
LPG Tank - Underground	08/02/2023	CHISHOLM..	1167		12/13/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	08/16/2023	CHISHOLM..	1169				Olympic Valley, CA, 96146
LPG Tank - Underground	08/16/2023	CHISHOLM..	1170				Olympic Valley, CA, 96146
Residential Fire Sprinkler System	09/07/2023	CHISHOLM..	1172	04/27/2022	10/17/2023		Olympic Valley, CA, 96146
LPG Tank - Underground	09/20/2023	CHISHOLM..	1173	04/05/2023	11/17/2023		Olympic Valley, CA, 96146
Residential Final	10/03/2023	CHISHOLM..	1175	08/02/2023			Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1178	01/01/2022	11/04/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1180	09/04/2020	11/04/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1182	11/28/2020			Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1183	11/28/2020	11/04/2023		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	10/05/2023	WALDE, HA..	1187	05/23/2023	01/08/2024	10000 Olympic Blvd, Suite 100, Olympic Valley, CA 96146	Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1189	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1191	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1195	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1196	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/09/2023	DEDEO, CH..	1204	10/14/2022	11/09/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	11/01/2023	CHISHOLM..	1221				Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1226	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1227	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1228	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1229	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1230	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1231	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1232	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1233	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1234	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1235	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/14/2023	DEDEO, CH..	1247	11/13/2022			Olympic Valley, CA, 96146
Commercial (Annual)	11/14/2023	DEDEO, CH..	1248	11/13/2022			Olympic Valley, CA, 96146
Commercial (Annual)	11/28/2023	DEDEO, CH..	1263	11/20/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/28/2023	DEDEO, CH..	1265	11/20/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1270	04/16/2023	02/25/2024		Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1283	03/17/2023			Olympic Valley, CA, 96146
Commercial (Annual)	12/09/2023	WALDE, HA..	1284	11/11/2023	01/08/2024		Olympic Valley, CA, 96146
Residential Final	12/13/2023	CHISHOLM..	1301	08/02/2023			Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1302	12/11/2023	01/12/2024		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	02/07/2023	CHISHOLM..	1109				Olympic Valley, CA, 96146
Residential Final	02/13/2023	RILEY, ALL...	1110	12/30/2022	12/26/2023		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	03/08/2023	CHISHOLM..	1111	03/28/2022	04/07/2023	[REDACTED ADDRESS]	Olympic Valley, CA, 96146
Commercial (Annual)	03/15/2023	CHISHOLM..	1116	01/25/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	03/16/2023	RYTTER, JO..	1120	07/12/2022	02/25/2024		Olympic Valley, CA, 96146
Fireworks Public Display	04/01/2023	DEDEO, CH..	1123	03/26/2023	06/22/2023		Olympic Valley, CA, 96146
Fireworks Public Display	03/26/2023	NULL	1125	11/25/2022	06/22/2023		Olympic Valley, CA, 96146
Commercial (Annual)	04/26/2023	CHISHOLM..	1127	03/27/2023	12/28/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	04/05/2023	RYTTER, JO..	1128	09/08/2022	11/17/2023		Olympic Valley, CA, 96146
Commercial (Annual)	04/07/2023	CHISHOLM..	1129	03/15/2023	01/08/2024		Olympic Valley, CA, 96146
Residential Final	05/03/2023	RILEY, ALL...	1140	12/27/2022			Olympic Valley, CA, 96146
Commercial (Annual)	06/22/2023	DEDEO, CH..	1154	05/23/2023			Olympic Valley, CA, 96146
Residential Fire Sprinkler System	06/01/2023	CHISHOLM..	1156				Olympic Valley, CA, 96146
Residential Fire Sprinkler System	07/05/2023	CHISHOLM..	1163	06/30/2023	09/03/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	09/03/2023	CHISHOLM..	1164	07/05/2023			Olympic Valley, CA, 96146
Residential Final	07/21/2023	CHISHOLM..	1165	06/01/2023			Olympic Valley, CA, 96146
Residential Fire Sprinkler System	08/02/2023	CHISHOLM..	1166	10/21/2022	10/03/2023		Olympic Valley, CA, 96146
Residential Final	08/10/2023	CHISHOLM..	1168				Olympic Valley, CA, 96146
LPG Tank - Underground	09/06/2023	CHISHOLM..	1171				Olympic Valley, CA, 96146
Residential Fire Sprinkler System	09/20/2023	CHISHOLM..	1174	09/16/2022	11/01/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	10/04/2023	WALDE, HA..	1176		02/12/2024		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	10/05/2023	WALDE, HA..	1177	10/04/2023	02/12/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1185	11/28/2020	11/04/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1193	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1198	05/23/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1200	01/20/2023	01/10/2024		Olympic Valley, CA, 96146
Commercial (Annual)	10/05/2023	WALDE, HA..	1202	12/08/2021	11/04/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1206	02/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1207	02/13/2023	12/26/2023		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	10/13/2023	DEDEO, CH..	1208	02/13/2023	12/26/2023	1208 N. OLYMPIC VALLEY BLVD., OLYMPIC VALLEY, CA 96146	Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1209	02/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1210	02/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1211	02/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	10/13/2023	DEDEO, CH..	1212	02/13/2023	12/26/2023		Olympic Valley, CA, 96146
LPG Tank - Underground	10/13/2023	CHISHOLM..	1213		12/14/2023		Olympic Valley, CA, 96146
Residential Final	10/17/2023	CHISHOLM..	1219	09/07/2023			Olympic Valley, CA, 96146
LPG Tank - Underground	10/23/2023	CHISHOLM..	1220		02/14/2024		Olympic Valley, CA, 96146
Residential Final	11/01/2023	CHISHOLM..	1222	09/20/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/07/2023	DEDEO, CH..	1223	12/22/2022	12/07/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/11/2023	GEIGLE, JE...	1225	11/04/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1236	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/13/2023	DEDEO, CH..	1244	05/16/2023	12/28/2023		Olympic Valley, CA, 96146
Residential Final	11/17/2023	CHISHOLM..	1249	09/20/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1250	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1251	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1252	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1253	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1254	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1255	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/20/2023	DEDEO, CH..	1256	11/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1268	04/16/2023	02/25/2024		Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1271	06/08/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1272	06/08/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1273	12/02/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1274	08/16/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1275	12/02/2020			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1276	11/28/2023	12/28/2023		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	12/11/2023	RYTTER, JO..	1286	12/05/2023	12/28/2023	[REDACTED ADDRESS]	Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1287	11/26/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1288	07/30/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1289	06/08/2022	01/12/2024		Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1290	11/04/2023	01/10/2024		Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1292	07/30/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1293	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1294	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1295	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1296	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1297	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1298	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1299	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/11/2023	RYTTER, JO..	1300	09/15/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	RYTTER, JO..	1306	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/26/2023	DEDEO, CH..	1307	12/15/2023			Olympic Valley, CA, 96146
Residential Fire Sprinkler System	12/14/2023	CHISHOLM..	1305		01/29/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1181	10/05/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1184	10/05/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1188	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1190	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1194	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1197	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1201	10/05/2023	01/10/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/12/2023	DEDEO, CH..	1214	10/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/07/2023	DEDEO, CH..	1224	11/07/2023			Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1237	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1239	12/11/2023	12/28/2023		Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	12/13/2023	DEDEO, CH..	1243	12/11/2023	12/28/2023	10000 Olympic Blvd, Suite 100, Olympic Valley, CA 96146	Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1257	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1260	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1238	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1240	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1241	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1242	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1245	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/13/2023	DEDEO, CH..	1246	12/11/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1258	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1259	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1261	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/20/2023	DEDEO, CH..	1262	12/13/2023	12/28/2023		Olympic Valley, CA, 96146
Residential Fire Sprinkler System	12/14/2023	CHISHOLM..	1304	10/13/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1179	10/05/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1186	10/05/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1192	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1199	10/05/2023	01/08/2024		Olympic Valley, CA, 96146
Commercial (Annual)	11/04/2023	WALDE, HA..	1203	10/05/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/09/2023	DEDEO, CH..	1205	10/09/2023			Olympic Valley, CA, 96146
Commercial (Annual)	11/12/2023	DEDEO, CH..	1215	10/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/12/2023	DEDEO, CH..	1216	10/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/12/2023	DEDEO, CH..	1217	10/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	11/12/2023	DEDEO, CH..	1218	10/13/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/28/2023	DEDEO, CH..	1264	12/20/2023			Olympic Valley, CA, 96146
Commercial (Annual)	12/28/2023	DEDEO, CH..	1266	12/20/2023			Olympic Valley, CA, 96146
Commercial (Annual)	12/15/2023	DEDEO, CH..	1267	11/12/2023	12/26/2023		Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1277	10/03/2022			Olympic Valley, CA, 96146

Inspection Type	Scheduled Date	Inspector	Inspection Number	Last Inspection	Next Inspection	Address	City/State/Zip
Commercial (Annual)	12/05/2023	RYTTER, JO..	1278	10/03/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1279	10/03/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1280	10/03/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1281	10/03/2022			Olympic Valley, CA, 96146
Commercial (Annual)	12/05/2023	RYTTER, JO..	1282	10/03/2022			Olympic Valley, CA, 96146

RESOLUTION 2024-03

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 2023, 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 22 Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2023, the Olympic Valley Fire Department completed the annual inspection of 22 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 26th day of March 2024 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

President Cox, Board President

ATTEST:

Jessica Asher, Board Secretary



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-5
16 Pages

OVPSD/OVMWC EMERGENCY INTERTIE PROJECT EMERGENCY INTERTIE AND MUTUAL AID AGREEMENT

DATE: March 26, 2024

TO: District Board Members

FROM: Dave Hunt, District Engineer

SUBJECT: OVPSD/OVMWC Emergency Intertie Project – Emergency Intertie and Mutual Aid Agreement

BACKGROUND: The Olympic Valley Public Service District (District) - Olympic Valley Mutual Water Company (Mutual) Emergency Intertie Project includes the construction of a pressure reducing valve (PRV) station and a booster pump station (BPS) that will interconnect the two water systems. The PRV will be adjacent to Olympic Valley Rd. and the Olympic Valley bike trail, at the intersection of Russell Rd. The BPS will be constructed within the Mutual's existing Wellhouse #1 in the Palisades Tahoe paved parking area. This project will enhance reliability in both water systems during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable events that would result in an interruption of service.

An Emergency Intertie and Mutual Aid Agreement (Agreement) is necessary to define terms of construction, financing, and long term ownership and operation of the intertie facilities.

DISCUSSION: District staff and legal counsel for the District and Mutual prepared an Agreement to define the terms by which the Intertie facilities would be constructed, operated and maintained, and paid for. Highlights of the Agreement include:

1. Construction – The District will take responsibility for the design, permitting, and construction of the Intertie including selecting, overseeing, and contracting with a qualified contractor.
2. Use of Intertie - Water may be supplied from District to Mutual or from Mutual to District through the Intertie to supply water during scheduled maintenance or repair or as may be necessary for public health and safety during emergency situations.

- The maximum supply rate is limited to 200 gallons per minute (gpm).
 - Water supply not provided to requesting party if delivery of water would jeopardize or unduly tax the providing party's water supply or system.
 - The water rate for water supplied by either party shall be \$5.00 per one thousand gallons.
3. Project Costs and Deposits
- As agreed upon by the Board of Directors for both the District and Mutual, the District will fund 75% and the Mutual 25% of the total project costs, after application of the PCWA FAP grant.
 - Mutual will provide District with \$50,000 reimbursement in 2024, with the remaining reimbursements paid to District over a 5-year period with no interest incurred.
4. Ownership of Improvements – District will own, operate, and maintain the Pressure Reducing Valve facilities. Mutual will own, operate, and maintain the Booster Pump Station Facilities.

The total project costs are approximately \$816,575 and include a construction cost of \$596,575 and non-construction costs (design, permitting, construction management and inspection, etc.) of \$220,000. The District received a grant from PCWAs FAP for \$404,000.

Construction Cost (per Bid Results)	\$	596,575.00
Non-Construction Costs (Engineering, Permitting, etc.)	\$	220,000.00
Total Estimated Project Cost	\$	816,575.00
	<i>PCWA Grant</i>	\$ 404,000.00
	<i>Remaining Capital Contribution</i>	\$ 412,575.00

The approximate total funding obligations from each agency are summarized below. Ultimately, the District will fund 75% and the Mutual 25% of the total project costs, including additional costs that may arise during construction (i.e. contract change orders, etc.). The Mutual has secured \$50,000 in initial capital funding for the project and will reimburse the District the remainder of their share as defined in the Agreement.

75% OVPSD / 25% MWC Total Project Cost Split		OVPSD	OVMWC
Split PCWA Grant 75% District/25% Mutual	PCWA Grant	\$ 303,000.00	\$ 101,000
75% District/25% Mutual	Capital Contribution	\$309,431.25	\$ 103,144
	% of Project Cost	75%	25%

Staff is recommending the Board adopt Resolution 2024-04 authorizing execution of the Agreement, contingent upon successful execution of a waterline easement to be granted to the Mutual from Alterra Mountain Company for the waterline portion of the BPS.

The Mutual will seek Board approval of the Agreement at their March 28, 2024 meeting.

- ALTERNATIVES:**
1. Approve Resolution 2024-04 authorizing execution of the Emergency Intertie and Mutual Aid Agreement, contingent upon successful execution of a waterline easement to be granted to the Mutual from Alterra Mountain Company.
 2. Do not approve Resolution 2024-04.

FISCAL/RESOURCE IMPACTS: There are no direct costs to the District for approving Resolution 2024-04.

RECOMMENDATION: Approve Resolution 2024-04 authorizing execution of the Emergency Intertie and Mutual Aid Agreement, contingent upon successful execution of a waterline easement to be granted to the Mutual from Alterra Mountain Company.

ATTACHMENTS:

- Resolution 2024-04
- Emergency Intertie and Mutual Aid Agreement

DATE PREPARED: March 20, 2024

RESOLUTION 2024-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
APPROVING AND AUTHORIZING EXECUTION OF THE
EMERGENCY INTERTIE AND MUTUAL AID AGREEMENT
FOR THE OVPSD-OVMWC EMERGENCY INTERTIE PROJECT**

WHEREAS, there are two public water systems in the Olympic Valley, the Olympic Valley Public Service District (District) and the Olympic Valley Mutual Water Company (OVMWC), that provide domestic water to residents for health and human safety, and fire protection purposes,

WHEREAS, the water systems are not hydraulically connected; and the construction of the Emergency Intertie will enhance water supply reliability in the Valley during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable emergencies that would result in an interruption of service; and

WHEREAS, the Project entails the construction of a pressure reducing valve (PRV) station located at the intersection of Olympic Valley Road and Russell Road to be owned and operated by the District, and a booster pump station (BPS) located within and adjacent to the OVMWC Wellhouse #1 to be owned and operated by the OVMWC; and

WHEREAS, and Emergency Intertie and Mutual Aid Agreement is necessary to define the terms of construction, financing, and long term ownership and operation of the intertie facilities; and

WHEREAS, the District and the OVMWC have negotiated and agreed upon the terms of the Emergency Intertie and Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Olympic Valley Public Service District hereby approves the Emergency Intertie and Mutual Aid Agreement for the OVPSD-OVMWC Emergency Intertie Project, as attached hereto and incorporated herein, and authorizes the Board President to execute the agreement on behalf of the District.

PASSED AND ADOPTED this 26th day of March, 2024 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District, by the following vote on roll call:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

**EMERGENCY INTERTIE
AND
MUTUAL AID AGREEMENT**

This EMERGENCY INTERTIE AND MUTUAL AID AGREEMENT (this “Agreement”) is made and entered into effective this ____ day of _____, 2024 (the “Effective Date”), by and between the Olympic Valley Public Service District, a California special district formed, operating, and existing under California Water Code sections 30000 et seq. (“District”) and the Squaw Valley Mutual Water Company, a California non-profit mutual benefit corporation (“SVMWC”) (individually, “Party” and collectively, “Parties”) with respect to the following Recitals:

RECITALS

- A.** SVMWC operates a domestic water system, including its source of water supply, for and on behalf of the residential members/shareholders of the corporation, including approximately 280 service connections within Olympic Valley, California; and
- B.** District manages, maintains, and operates its separate source of water supply and water system within its jurisdictional boundaries, including approximately 875 service connections within Olympic Valley, California, but excluding the customers and domestic water supply and system operated and maintained by SVMWC; and
- C.** District additionally provides, among other services, fire protection and emergency medical response services to the owners of properties, their guests, and invitees within its jurisdictional boundaries including the service area of SVMWC; and
- D.** The Parties will mutually benefit from the construction of an intertie that will be able to supply water meeting State and Federal Drinking Water Standards for domestic consumption from SVMWC to District and from District to SVMWC (the “Intertie”) during periods of scheduled maintenance or repair or emergency situations including, but not limited to, emergencies arising from water contamination, failure of water supply facilities and/or distribution facilities, severe drought or water shortage; and
- E.** The Parties wish to coordinate the installation of the Intertie between District’s and SVMWC’s water distribution systems. The Intertie involves two separate connections between the District’s and SVMWC’s water systems. The first connection involves the installation of a Booster Pump Station to supply water from District’s system to SVMWC’s. The second connection involves the installation of a Pressure Reducing Valve to supply water from SVMWC’s system to the District’s. The two connections are separated by about one geographical mile. Both connections include the installation of facilities related to such improvements, and will require funding and proportional cost sharing between the Parties, as set forth herein. The Booster Pump Station, Pressure Reducing Valve, and their appurtenant improvements shall be hereinafter referred to as the “Intertie Project Improvements.”

NOW THEREFORE, in consideration of the foregoing Recitals and the terms, covenants and conditions set forth in this Agreement, District and SVMWC hereby agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are true and correct and fully incorporated herein by this reference.

2. Intertie Project Improvements

- a. District shall construct and install or cause to be constructed and installed the Intertie Project Improvements, including all related work therefor, with all necessary permits and in accordance with industry construction standards and the plans, standards, and specifications on file with District and approved by District’s Board of Directors, incorporated herein by this reference as **Exhibit A**.
- b. District shall act as the Lead Agency for the purpose of the design, approval, and permitting of the Intertie Project Improvements, and shall be responsible for:
 - i. Complying with the California Environmental Quality Act (CEQA) (Pub. Res. Code, § 21000, et. seq.);
 - ii. Selecting, overseeing, and contracting with a qualified contractor, satisfactory to District, after conducting competitive bidding in accordance with the laws of the State of California and District procedures; and
 - iii. Providing management and administrative services throughout the course of construction and completion of the Intertie Project Improvements.
- c. The Parties will conduct periodic independent inspections throughout the course of constructing and installing the Intertie Project Improvements to ensure compliance with the designs, plans, standards and specifications set forth in **Exhibit A**.
- d. The Parties acknowledge that water supplied, exchanged, or shared pursuant to this Agreement may be treated and chlorinated from time to time to comply with State and Federal Drinking Water Standards.
- e. Water may be supplied from District to SVMWC or from SVMWC to District through the applicable Intertie Project Improvement to supply water during scheduled maintenance or repair or as may be necessary for public health and safety during emergency situations, as provided in this Agreement. Such emergency situations may arise from, but not be limited to, a contamination of water supply affecting water quality, failure of water supply facilities and/or distribution facilities, severe drought or water shortage, and during scheduled maintenance or repair. Such supply will be limited to a maximum instantaneous flow rate of Two Hundred Gallons per minute (200 gpm). This limitation may be increased or decreased in specific situations as agreed between District and SVMWC and/or their authorized designees. The Parties may amend this Agreement in writing if the aforementioned flow rate limitation requires revision.
- f. The Intertie Project Improvements shall be operated as provided in this Agreement. The Parties shall notify and obtain approval from the other Party in accordance with Section 3 (“Notice”) of this Agreement prior to any use of the Intertie Project Improvements,

which approval shall not be unreasonably withheld, conditioned, or delayed by either Party. The Intertie Project Improvements shall not at any time be used for supplemental water to meet the day to day consumptive needs of either Party except to supply water during scheduled maintenance or repair that have been pre-approved by the Party providing water through the Intertie.

- g.** Water supply and usage by either Party shall conform with and be subject to District and SVMWC regulations and ordinances including, but not limited to, requirements related to Water Conservation and water usage restrictions during drought and/or critical water supply conditions as mandated from time to time by District and SVMWC.

3. Notice.

- a.** Either Party may request use of the Intertie Project Improvements by giving written notice as soon as practicable to the other Party specifying the nature of the emergency and/or need for use of the Intertie, approximate length of need, and a request to provide water supply. The Party receiving the written notice and request shall respond to the other Party in writing as soon as practicable granting, denying, or conditioning use of the Intertie. Either Party may deny use of the Intertie if: (i) the written notice and request do not meet the requirements of this Agreement; (ii) the Party to provide water has determined, in its sole judgment, that water is not available; or (iii) the Party to provide water has determined, in its sole judgment, that delivery of the water would jeopardize or unduly tax that Party's water supply, water system, property, customers, or inhabitants.
- b.** The Parties shall each designate in writing the name, address, e-mail address, and telephone number of the persons within its respective organization who have authority to request and/or approve use of the Intertie. Each Party shall update and share revised contact information as necessary to remain current and up to date. Notice shall be provided by the Party's designated representative named in accordance herewith.
- c.** SVMWC and District shall provide to each other and maintain current 24-hour emergency contact information of responsible officials and water system operators.
- d.** In the event that a Party becomes aware that the quality of water available for delivery through the Intertie Project Improvements does not meet Federal or State water quality standards, the Party shall provide emergency notification to the other Party of such water quality issue. When such notification has been provided, each Party shall be responsible to provide required notification of water quality to their respective water customers.

- 4. Term.** The Term of this Agreement is perpetual, or until either Party notifies the other Party in writing that the Intertie Project Improvements are no longer needed, or until the Parties mutually agree to terminate the Agreement. The Parties agree to meet and confer periodically, as necessary, regarding the subject matter, terms, and conditions of this Agreement and to

consider any modifications or amendments necessary to perform and perfect the intent hereof.

- 5. Water Rate.** The rate for water supplied by either Party through the Intertie shall be Five Dollars (\$5.00) per One Thousand (1,000) gallons. Each Party shall be responsible to install and maintain water meters capable of reliably measuring the amount of water provided to the other Party on a monthly basis. The Party providing water through the Intertie shall invoice the other Party for water supplied during each calendar month, payment of which shall be due and payable within thirty (30) days of receipt of such invoice. Any and all sums not paid when due shall gather interest at the rate of one and one-half percent (1.5%) per month from due date until paid in full.
- 6. Easements and Title Documents.** District and SVMWC shall grant and convey to each other such encroachment permits and utility easements as needed for the installation, operation, and maintenance of the Intertie Project Improvements and other appurtenances and infrastructure to be constructed and installed pursuant to this Agreement. Such permits and easements shall be in a form and content as provided by District. Each Party shall be solely responsible for obtaining, maintaining, and recording any necessary easements or other title documents required by other agencies or parties. Without limiting the foregoing, the Parties shall grant, convey, execute, and deliver such other agreements, deeds, and/or conveyances necessary to effectuate the purposes of this Agreement and ensure ownership of Intertie Project Improvements upon completion of construction and acceptance thereof in accordance with this Agreement.
- 7. Project Costs and Deposits.**

 - a.** The total cost of the Intertie Project Improvements is estimated to be Eight Hundred and Seventeen Thousand Dollars (\$817,000.00). The Parties agree that the final cost may be in excess of this estimate and that this estimate may be subject to revision throughout the design process and construction and installation process.
 - b.** The total cost shall be based upon and shall include the actual costs of planning, design, permitting, construction, and administrative and legal support, as incurred in connection with the construction and completion of the Intertie Project Improvements, including but not limited to the cost of all extras, changes, or upgrades necessary to perform construction and completion of the Intertie Project Improvements; engineering fees associated with the design and construction of the Project; permit fees; and inspection fees, included but not limited to materials testing and surveying (the "Project Costs"). Project Costs shall be reduced in an amount equal to actual grant funding received and not revoked, withheld, or refunded, pursuant to that certain grant awarded to District by Placer County Water Agency in the amount of Four Hundred Three Thousand Six Hundred Twenty Five Dollars (\$403,625.00) on May 20, 2021 for completion of the "Olympic Valley PSD/Squaw Valley Mutual Water Company Water System Intertie Project" ("Net Project Costs").

- c. SVMWC shall reimburse District the sum equal to twenty five per cent (25%) of all Net Project Costs.
- d. SVMWC shall pay District as follows:
 - i. Within ten (10) days of the execution of this Agreement by both Parties, SVMWC shall pay the sum of Twenty Five Thousand Dollars (\$25,000.00) towards payment of its share of Net Project Costs.
 - ii. No later than September 30, 2024, SVMWC shall pay the sum of Twenty Five Thousand Dollars (\$25,000.00) towards payment of its share of Net Project Costs.
 - iii. No later than September 30, 2025, SVMWC shall pay one-fifth (1/5) of its remaining share of Net Project Costs.
 - iv. No later than September 30, 2026, SVMWC shall pay one-fifth (1/5) of its remaining share of Net Project Costs.
 - v. No later than September 30, 2027, SVMWC shall pay one-fifth (1/5) of its remaining share of Net Project Costs.
 - vi. No later than September 30, 2028, SVMWC shall pay one-fifth (1/5) of its remaining share of Net Project Costs.
 - vii. No later than September 30, 2029, SVMWC shall pay its remaining share of Project Costs such that all payments as provided herein equal its share of Net Project Costs.
- e. All sums to be reimbursed to District by SVMWC pursuant to Section 7(d) above shall incur no interest (i.e., zero percent (0%)), provided that any and all sums not reimbursed by SVMWC when due shall gather interest at the rate of one and one-half percent (1.5%) per month from due date until paid in full. In such event and in addition to such interest, District may use any and all legal and equitable remedies to collect such sums.
- f. District shall provide SVMWC with statements of Project Costs as documented, justified, and approved by District.

8. Ownership of Improvements.

- a. Upon completion of construction and installation of the Intertie Project Improvements in accordance with the plans and specifications set forth in **Exhibit A**, with any modifications thereto, District shall provide a notice of completion to SVMWC. Within fifteen (15) days of receipt of this notice of completion, SVMWC shall have the opportunity to inspect and shall notify the District in writing of its acceptance or rejection of the Intertie Project Improvements. For purposes of this Agreement, SVMWC may only reject the Intertie Project Improvements if the Intertie Project Improvements were not constructed in substantial conformance with the plans and specifications set forth in **Exhibit A**, with any modifications thereto. If SVMWC does not notify the District of its rejection within fifteen (15) days of receipt of the notice of completion, SVMWC shall be deemed to have accepted the Intertie Project Improvements and waived its

right to reject the Intertie Project Improvements. If SVMWC timely notifies the District of its rejection of the Intertie Project Improvements, the Parties shall mediate in good faith to resolve the dispute in accordance with Section 13.

- b. Upon acceptance by SVMWC, SVMWC shall own, operate, manage, maintain, repair, replace, control, and accept full responsibility and liability for the Booster Pump Station facilities, connections to the Party's respective systems, and appurtenances as depicted and described on Sheets C1.1 and C1.2 in **Exhibit A**.
- c. District shall own, operate, maintain, repair, replace, control, and accept full responsibility and liability for the Pressure Reducing Valve facilities, connections to the Party's respective systems, and appurtenances as depicted and described on Sheet C2.1 and D1.0 in **Exhibit A**.
- d. This Agreement does not confer any rights, interests, or right to control in or to the Intertie Project Improvements that are to be owned, managed, operated or maintained by the other Party as set forth above.

9. Indemnity and Defense.

- a. District shall at all times fully defend, protect, indemnify, and hold harmless SVMWC, its officers, directors, agents, employees, and independent contractors, from and against any and all losses, claims, demands, liabilities, injuries, causes of action, penalties, damages, costs, attorneys fees, charges, and expenses of whatever kind or nature arising out of any present or future claims, demands, actions, liabilities, or any other assertions of rights brought by third parties arising from or in connection with: (i) District's negligence, wrongful acts, or willful misconduct in performing under this Agreement, (ii) SVMWC's use of District's water supply, or (iii) the construction and completion, ownership, maintenance, repair and control of the Intertie Project Improvements prior to acceptance thereof by SVMWC in accordance with Section 8.
- b. SVMWC shall at all times fully defend, protect, indemnify, and hold harmless District, its officers, directors, agents, employees, and independent contractors, from and against any and all losses, claims, demands, liabilities, injuries, causes of action, penalties, damages, costs, attorneys fees, charges, and expenses of whatever kind or nature arising out of any present or future claims, demands, actions, liabilities, or any other assertions of rights brought by third parties and arising from or in connection with: (i) SVMWC's negligence, wrongful acts, or willful misconduct in performing under this Agreement, (ii) District's use of SVMWC's water supply, or (iii) the ownership, maintenance, repair and control of its portion of the Intertie Project Improvements upon acceptance by SVMWC in accordance with Section 8.
- c. If any claim or action is brought against either Party related to or in connection with this Agreement, the other Party shall render any reasonable assistance that may be required in the defense of that claim or action.

10. Insurance and Survival of Indemnification Obligations.

- a.** Each Party hereby represents and affirms that it maintains sufficient insurance or is sufficiently self-insured to cover any potential losses, claims, demands, liabilities, injuries, causes of action, penalties, damages, costs, attorneys fees, charges, and expenses of whatever kind or nature arising out of any present or future claims, demands, actions, liabilities, or any other assertions of rights arising from or in connection with this Agreement.
- b.** Each Party's duty to defend and indemnify the other Party under this Agreement shall not be limited by the foregoing insurance requirements and shall survive the expiration or early termination of this Agreement. The aforementioned indemnification obligations apply regardless of whether or not any insurance policies are determined to be applicable to the loss, claim, demand, liability, penalty, damage, cost, fee, charge or expense.
- c.** Each Party shall report to the other Party any and all insurance claims submitted to its insurer related to or in connection with this Agreement.

11. Workforce Requirements and Prevailing Wages.

- a.** When the use of a skilled and trained workforce is required pursuant to existing law, this Agreement is subject to such requirement and the Parties agree to use a skilled and duly trained workforce.
- b.** Each Party is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. This Agreement is subject to Prevailing Wage Laws for all work performed under this Agreement for which the payment of prevailing wage is required by those laws.
- c.** Each Party shall defend, indemnify, and hold the other Party, its officials, officers, employees, and agents free and harmless from any claim or liability arising from or in connection with any failure or alleged failure to comply with the Prevailing Wage Laws.

12. Independent Parties.

- a.** District, its agents, employees and contractors, in carrying out the terms of this Agreement, will act in an independent capacity and not as officers, employees, or agents of SVMWC. SVMWC, its agents, employees, and contractors, in carrying out the terms of this Agreement, will act in an independent capacity and not as officers, employees, or agents of District.
 - i.** District shall have no power to incur any debt, obligation, or liability on behalf of SVMWC or otherwise to act on behalf of SVMWC as an agent. Neither SVMWC nor any of its agents shall have control over the conduct of District or any of District's employees, except as set forth in this Agreement. District shall not

represent that it is, or that any of its agents or employees are, in any manner employees of SVMWC.

ii. SVMWC shall have no power to incur any debt, obligation, or liability on behalf of District or otherwise to act on behalf of District as an agent. Neither District nor any of its agents shall have control over the conduct of SVMWC or any of SVMWC's employees, except as set forth in this Agreement. SVMWC shall not represent that it is, or that any of its agents or employees are, in any manner employees of District

b. Each Party shall be solely responsible for its respective reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation, payment of prevailing wages, and other applicable federal and state taxes. Each Party shall be liable and accountable for any and all payments, compensation, and federal and state taxes to all subcontractors performing services under this Agreement, and shall be solely responsible for calculating, withholding, and paying all taxes.

13. Mediation.

a. Should a dispute arise concerning this Agreement or any provision hereof, the Parties agree to mediate in good faith the dispute before a neutral mediator to be mutually selected by the Parties. There shall be a single mediator chosen from the list of authorized mediators maintained by the Superior Courts of Placer and Nevada Counties, California. The Parties agree to equally pay any and all costs and expenses of mediation, with the exception of attorneys' fees.

b. In the event the Parties are unsuccessful in resolving all or any portion of said dispute through mediation, any action shall be filed and commenced in the Superior Court of California for the County of Placer.

14. Conflicts. SVMWC represents that it has no known relationships with third parties, District Board members, or employees of District which would (1) present a conflict of interest with the performance of this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent SVMWC from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

15. Attorneys' Fees and Costs. Should any litigation be commenced between the Parties hereto concerning any controversy, breach, or provision of this Agreement, or the rights and obligations of the Parties hereto, the prevailing party shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for its attorney's fees and costs incurred in connection therewith.

16. Authority to Execute. Each signatory to this Agreement certifies that he or she is authorized to execute this Agreement and to legally bind the Party he or she represents, and that such Party will be bound by the terms hereof upon such signature without any further act, approval or authorization of such Party.

17. Governing Law. This Agreement, as a binding contract between the Parties, shall be governed by and construed under the laws of the State of California.

18. No Presumption Against Drafter. Each Party had an opportunity to consult with an attorney in reviewing and drafting this agreement. Any uncertainty or ambiguity shall not be construed for or against any Party based on attribution of drafting to any Party.

19. Amendment. This Agreement may be amended only by a written instrument duly executed by both Parties.

20. Notice. Any Notice required by this Agreement will be written. Notice will be by personal delivery, sent by first class U.S. mail postage prepaid, or by electronic mail. A Notice will be deemed effective upon date of receipt or delivery, but if provided by U.S. mail, seven (7) days after the date on which it is mailed. Notice will be provided at the following addresses:

Olympic Valley Public Service District
P.O. Box 2025
Olympic Valley, CA 96146
Attention: General Manager

Email:

Olympic Valley Mutual Water Company, Inc.
P.O, Box 2276
Olympic Valley, CA 96146
Attention: President

Email: president@ovmwc.com

The Parties will provide Notice of any change in the authorized representatives or addresses specified above.

21. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to the extent necessary to, cure such invalidity or unenforceability, and shall be enforceable in its amended form. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and each term

and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

- 22. Waiver.** The failure of either Party to insist, on any occasion, upon strict performance of any provision of this Agreement will not be considered a waiver of any other obligation, right or duty of, or imposed upon, such Party. No provision, covenant, or condition of this Agreement shall be deemed to have been waived unless in writing signed by someone authorized to bind the Party asserted to have consented to the waiver. The waiver by District or SVMWC of any breach of any provision, covenant, or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other provision, covenant, or condition.
- 23. Successors and Assigns.** This Agreement and the terms, covenants and additions set forth herein shall be binding upon and inure to the benefit of the Parties and their respective successors, transferees and approved assigns. No assignment shall be made unless approved in writing by both Parties and any assignment without such approval shall be void.
- 24. Cost of Performance.** Except as expressly provided in this Agreement, each Party will bear its own costs of the negotiation and execution of this Agreement and discharging its duties and responsibilities hereunder.
- 25. No Third Party Beneficiaries.** This Agreement is not intended, nor shall it create any right or interest in any third party, and does not authorize any third party to maintain a suit in law or equity related to the terms, conditions and performances required by or subject of this Agreement.
- 26. Integration of Exhibits.** All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.
- 27. Entire Agreement.** This Agreement constitutes the complete and exclusive agreement of the Parties with respect to the subject matter hereof, and supersedes all discussions, negotiations, representations, warranties, commitments, offers, contracts, and writings prior to the execution of this Agreement.
- 28. Counterparts; Electronic Signatures.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall be deemed one and the same instrument. The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature, electronically scanned and transmitted versions (e.g., via pdf) of an original signature, or a digital signature.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused this Agreement to be executed through their duly authorized representatives as of the Effective Date:

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

By: _____

Date: _____

SQUAW VALLEY MUTUAL WATER COMPANY

By: _____

Date: _____

EXHIBIT A
(ENTER TITLE)



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-6
15 Pages

OVPSD-OVMWC EMERGENCY INTERTIE PROJECT

DATE: March 26, 2024

TO: District Board Members

FROM: Dave Hunt, District Engineer

SUBJECT: Construction Contract Award to Longo Incorporated

BACKGROUND: The Olympic Valley Public Service District (District) - Olympic Valley Mutual Water Company (Mutual) Emergency Intertie Project includes the construction of a pressure reducing valve (PRV) station and a booster pump station (BPS) that will interconnect the two water systems. The PRV will be adjacent to Olympic Valley Rd. and the Olympic Valley bike trail, at the intersection of Russell Rd. The new facility will include a 6'x11' concrete vault with a PRV and appurtenant pipe and valves, and approximately 100 linear feet of waterline to connect the water systems. The BPS will be constructed within the Mutual's existing Wellhouse #1 and approximately 125 linear feet of waterline will be constructed to connect the water systems in the Palisades Tahoe paved parking area within a waterline easement. This project will enhance reliability in both water systems during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable events that would result in an interruption of service.

DISCUSSION: The District put the Project out to bid on February 26, 2024. A pre-bid meeting was held on March 13, 2024, and was attended by four (4) contractors and (1) electrical subcontractor. Bids were opened on March 19, 2024. The District received three (3) acceptable bids and one (1) non-responsive bid for the project. The bid results are as follows:

- Longo Incorporated - \$596,575
- Farr Construction - \$802,105
- RaPiD Construction - \$866,698

A non-responsive bid was received from Goodrich Excavation with a base bid of \$524,925. The Goodrich bid did not include all required bid documents, specifically a Bid Bond and project experience and references.

The Engineer's Opinion of Probable Cost for construction of the Project was \$589,490.

Staff has reviewed the proposals and spoken with project references and determined that the lowest responsible bidder, Longo Incorporated, meets all the requirements in the contract documents and is well qualified to perform the work for the District.

The award of the construction contract is contingent upon successful execution of a waterline easement to be granted to the Mutual from Alterra Mountain Company for the waterline portion of the BPS.

A Notice of Award will be issued following successful execution of a waterline easement, anticipated to be in early April. A Notice to Proceed will be issued after the signed Agreement, bonds, and insurance are submitted to the District. The Contract Documents specify that the Project will be constructed between May 1 and October 15, 2024.

- ALTERNATIVES:**
1. Approve the bid proposal from Longo Incorporated and authorize the Interim General Manager to execute all contractual documents, contingent upon successful execution of waterline easement granted to the Mutual from Alterra Mountain Company.
 2. Do not approve the proposal from Longo Incorporated.

FISCAL/RESOURCE IMPACTS: The Project will be funded from the Water Capital account, offset by a grant received from PCWA's FAP for \$404,000 and contributions from the Mutual through the Emergency Intertie and Mutual Aid Agreement with the District. The project is accounted for in the FY24 and FY25 budgets, and the total project cost including design and construction is within the budgeted amount.

RECOMMENDATIONS: Staff recommends approval of the bid proposal from Longo Incorporated and recommends the Interim General Manager be authorized to execute a contract with Longo Incorporated in an amount not to exceed \$596,575, as well as an additional contingency amount not to exceed \$50,000 to cover costs which may be incurred due to unforeseen circumstances during construction. Execution of contract documents will be contingent successful execution of waterline easement to be granted to the Mutual from Alterra Mountain Company

ATTACHMENTS:

- Bid Tabulation
- DOWL Recommendation of Award
- Bid Proposal – Longo Incorporated

DATE PREPARED: March 20, 2024

BID OPENING FORM
Olympic Valley Public Service District
OVPSD-OVMWC Emergency Intertie

Bid Opening Location: PlanetBids

Date: Tuesday, March 19, 2024

Time: 2:00 PM

Owner: Olympic Valley Public Service District

Engineer: DOWL

Bid Packet Incomplete

Bid Item	Description	Quantity	Units	ENGINEER'S OPINION OF PROBABLE COST		Goodrich Excavation		Longo, Inc.		RDC		Rapid Construction		AVERAGE		MEDIAN	
				Unit Price	Total	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	AVER UNIT PRICE	AVER TOTAL	MED UNIT PRICE	MED TOTAL
1	Mobilization and Demobilization (a) (d)	1	LS	\$24,809.25	\$24,809.25	\$4,500.00	\$4,500.00	\$29,000.00	\$29,000.00	\$59,700.00	\$59,700.00	\$80,648.00	\$80,648.00	\$19,316.44	\$19,316.44	\$44,350.00	\$44,350.00
2	Temporary Traffic Control (b) (d)	1	LS	\$7,442.78	\$7,442.78	\$52,500.00	\$52,500.00	\$61,600.00	\$61,600.00	\$29,600.00	\$29,600.00	\$55,000.00	\$55,000.00	\$22,077.78	\$22,077.78	\$53,750.00	\$53,750.00
3	Temporary Erosion Control (b) (d)	1	LS	\$7,442.78	\$7,442.78	\$3,000.00	\$3,000.00	\$15,000.00	\$15,000.00	\$18,400.00	\$18,400.00	\$35,000.00	\$35,000.00	\$7,933.33	\$7,933.33	\$16,700.00	\$16,700.00
4	Connection to Existing Water Main (d)	4	EA	\$12,000.00	\$48,000.00	\$8,000.00	\$32,000.00	\$9,500.00	\$38,000.00	\$14,900.00	\$59,600.00	\$15,000.00	\$60,000.00	\$11,850.00	\$47,400.00	\$12,200.00	\$48,800.00
5	6-Inch DIP Water Main	100	EA	\$300.00	\$30,000.00	\$145.00	\$14,500.00	\$240.00	\$24,000.00	\$404.00	\$40,400.00	\$350.00	\$35,000.00	\$284.75	\$28,475.00	\$295.00	\$29,500.00
6	3-Inch DIP Water Main	125	EA	\$200.00	\$25,000.00	\$115.00	\$14,375.00	\$160.00	\$20,000.00	\$628.00	\$78,500.00	\$550.00	\$68,750.00	\$363.25	\$45,406.25	\$355.00	\$44,375.00
7	12-Inch Gate Valve	1	EA	\$5,000.00	\$5,000.00	\$10,500.00	\$10,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$6,500.00	\$6,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
8	6-Inch Gate Valve	2	EA	\$2,750.00	\$5,500.00	\$8,500.00	\$17,000.00	\$4,500.00	\$9,000.00	\$4,400.00	\$8,800.00	\$3,500.00	\$7,000.00	\$5,225.00	\$10,450.00	\$4,450.00	\$8,900.00
9	4-Inch Gate Valve	2	LF	\$2,000.00	\$4,000.00	\$7,000.00	\$14,000.00	\$3,750.00	\$7,500.00	\$3,900.00	\$7,800.00	\$2,500.00	\$5,000.00	\$4,287.50	\$8,575.00	\$3,825.00	\$7,650.00
10	3-Inch Gate Valve	2	LF	\$1,500.00	\$3,000.00	\$8,000.00	\$16,000.00	\$2,850.00	\$5,700.00	\$4,800.00	\$9,600.00	\$3,500.00	\$7,000.00	\$4,787.50	\$9,575.00	\$4,150.00	\$8,300.00
11	Asphalt Trench Patch (8" AC / 8" AB)	73	LF	\$45.00	\$3,285.00	\$225.00	\$16,425.00	\$225.00	\$16,425.00	\$460.00	\$33,580.00	\$350.00	\$25,550.00	\$315.00	\$22,995.00	\$287.50	\$20,987.50
12	Asphalt Trench Patch (3" AC / 8" AB)	175	EA	\$40.00	\$7,000.00	\$175.00	\$30,625.00	\$94.00	\$16,450.00	\$291.00	\$50,925.00	\$110.00	\$19,250.00	\$167.50	\$29,312.50	\$142.50	\$24,937.50
13	PRV (c)	1	EA	\$120,000.00	\$120,000.00	\$75,000.00	\$75,000.00	\$105,600.00	\$105,600.00	\$112,900.00	\$112,900.00	\$160,000.00	\$160,000.00	\$113,375.00	\$113,375.00	\$109,250.00	\$109,250.00
14	PRV - Electrical	1	EA	\$81,400.00	\$81,400.00	\$70,000.00	\$70,000.00	\$88,500.00	\$88,500.00	\$102,800.00	\$102,800.00	\$115,000.00	\$115,000.00	\$94,075.00	\$94,075.00	\$95,650.00	\$95,650.00
15	BPS Construction (c)	1	EA	\$130,000.00	\$130,000.00	\$85,000.00	\$85,000.00	\$87,600.00	\$87,600.00	\$103,200.00	\$103,200.00	\$100,000.00	\$100,000.00	\$93,950.00	\$93,950.00	\$93,800.00	\$93,800.00
16	BPS - Electrical	1	EA	\$12,000.00	\$12,000.00	\$24,500.00	\$24,500.00	\$34,200.00	\$34,200.00	\$29,500.00	\$29,500.00	\$35,000.00	\$35,000.00	\$30,800.00	\$30,800.00	\$31,850.00	\$31,850.00
17	2-Inch Blow Off Valve Assembly	3	LF	\$6,000.00	\$18,000.00	\$10,000.00	\$30,000.00	\$6,500.00	\$19,500.00	\$4,100.00	\$12,300.00	\$6,500.00	\$19,500.00	\$6,775.00	\$20,325.00	\$6,500.00	\$19,500.00
18	Non-Excavatable Rock (Contingent)	5	EA	\$800.00	\$4,000.00	\$3,000.00	\$15,000.00	\$2,000.00	\$10,000.00	\$1,100.00	\$5,500.00	\$500.00	\$2,500.00	\$1,650.00	\$8,250.00	\$1,550.00	\$7,750.00
ALT 4A	Connection to Existing Water Main - HOT TAP (d)	2	EA	\$22,000.00	\$44,000.00	\$7,500.00	\$15,000.00	\$9,500.00	\$19,000.00	\$14,000.00	\$28,000.00	\$15,000.00	\$30,000.00	\$11,500.00	\$23,000.00	\$11,750.00	\$23,500.00
ALT 4B	Connection to Existing Water Main (d)	2	EA	\$12,000.00	\$24,000.00	\$5,000.00	\$10,000.00	\$9,500.00	\$19,000.00	\$16,500.00	\$33,000.00	\$15,000.00	\$30,000.00	\$11,500.00	\$23,000.00	\$12,250.00	\$24,500.00
Base Bid Total:					\$535,900.00		\$524,925.00		\$596,575.00		\$771,605.00		\$836,698.00		\$620,791.31		\$674,550.00
Bid Alt Total:					\$68,000.00		\$25,000.00		\$38,000.00		\$61,000.00		\$60,000.00		\$647,474.86		\$678,200.00

Eng Base Bid Est + 10% Contingency

\$589,490.00

PERCENTAGE OF ENGINEER'S BASE BID ESTIMATE
 PERCENTAGE OF ENGINEER'S BASE + 10% CONTINGENCY

98%

111%

144%

156%

116%

126%

89%

101%

131%

142%

105%

114%



March 20, 2024

Dave Hunt, P.E.
District Engineer
305 Olympic Valley Road
Olympic Valley, CA

Re: Recommendation of Award for Longo, Inc

Mr. Dave Hunt,

On March 19th, 2024, DOWL held a bid opening for the Olympic Valley PSD – MWC Emergency Intertie project on behalf of Olympic Valley Public Service District. Bid information was compiled and Longo, Inc is the most responsive and responsible low bidder with a base bid price of \$596,575.

DOWL has evaluated the Longo, Inc Bid and finds that it complies with the prescribed requirements of the Bid Form, and therefore is considered “responsive”. We have also performed a due diligence check on the company by checking provided references. The references were all positive and consisted of work that pertains to this proposed project. Longo, Inc has also worked with the PSD in the past, and successfully completed the Hidden Lake Loop project in 2022.

Other Bidders included Goodrich, Farr Construction, and RaPiD Construction. Goodrich was originally the lowest bidder, but after review, did not submit a Bid Bond for a complete packet. Goodrich also provided references that did not sufficiently prove that they had completed a job of this scope or would be able to. The other two bidders were unnecessary high at nearly 30% more than Longo, Inc.

Based on a review of their bid and background check, DOWL finds Longo, Inc as being a “responsible” Bidder and we recommend awarding them the Construction Contract.

I have attached the Bid Tab of all bids and Bid Form submittal from Longo, Inc for your reference.

If you have any questions or require additional information regarding this letter, please feel free to contact me.

Regards,

A handwritten signature in blue ink that reads "Travis Marshall".

Travis Marshall
Project Engineer

Attached: PlanetBids bid opening summary and Bid Tabulation

Bid Results

Bidder Details

Vendor Name Longo Incorporated
Address PO Box 6177
Tahoe City, California 96145
United States
Respondee Tim Longo / Longo Incorporated
Respondee Title President
Phone 530-581-4538
Email longoinc@sbcglobal.net
Vendor Type
License # 737266

Bid Detail

Bid Format Electronic
Submitted 03/18/2024 4:38 PM (PDT)
Delivery Method
Bid Responsive
Bid Status Submitted
Confirmation # 369199

Respondee Comment

Buyer Comment

Attachments

File Title	File Name	File Type
OVPSD-Emergency Intertie Project.pdf	OVPSD-Emergency Intertie Project.pdf	General Attachment

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Section 1							\$634,575.00		
1	1		Mobilization and Demobilization	LS	1	\$29,000.00	\$29,000.00	Yes	
2	2		Temporary Traffic Control	LS	1	\$61,600.00	\$61,600.00	Yes	
3	3		Temporary Erosion Control	LS	1	\$15,000.00	\$15,000.00	Yes	
4	4		Connection to Existing Water Main	EA	4	\$9,500.00	\$38,000.00	Yes	
5	5		6-Inch DIP Water Main	LF	100	\$240.00	\$24,000.00	Yes	
6	6		3-Inch DIP Water Main	LF	125	\$160.00	\$20,000.00	Yes	
7	7		12-Inch Gate Valve	EA	1	\$8,500.00	\$8,500.00	Yes	
8	8		6-Inch Gate Valve	EA	2	\$4,500.00	\$9,000.00	Yes	
9	9		4-Inch Gate Valve	EA	2	\$3,750.00	\$7,500.00	Yes	
10	10		3-Inch Gate Valve	EA	2	\$2,850.00	\$5,700.00	Yes	
11	11		Asphalt Trench Patch (8" AC / 8" AB)	LF	73	\$225.00	\$16,425.00	Yes	
12	12		Asphalt Trench Patch (3" AC / 8" AB)	LF	175	\$94.00	\$16,450.00	Yes	
13	13		Pressure Reducing Valve	EA	1	\$105,600.00	\$105,600.00	Yes	
14	14		Pressure Reducing Valve - Electrical	LS	1	\$88,500.00	\$88,500.00	Yes	
15	15		Booster Pump Station Construction	LS	1	\$87,600.00	\$87,600.00	Yes	
16	16		Booster Pump Station - Electrical	LS	1	\$34,200.00	\$34,200.00	Yes	
17	17		2-Inch Blow Off Valve Assembly	EA	3	\$6,500.00	\$19,500.00	Yes	
18	18		Non-Excavatable Rock (Contingent)	CY	5	\$2,000.00	\$10,000.00	Yes	
19	ALT #4A		Connection to Existing Water Main - HOT TAP	EA	2	\$9,500.00	\$19,000.00	Yes	
20	ALT #4B		Connection to Existing Water Main	EA	2	\$9,500.00	\$19,000.00	Yes	

Line Item Subtotals

Section Title	Line Total
Section 1	\$634,575.00
Grand Total	\$634,575.00

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

PLACER COUNTY, CALIFORNIA

PROPOSAL

FOR

Olympic Valley Public Service District

OVPSD – Olympic Valley Mutual Water Company

Emergency Intertie Project

Olympic Valley Public Service District
305 Olympic 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, 2, _____, _____, 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:

BID SCHEDULE

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Amount
1.	Mobilization and Demobilization	1	LS	\$	\$
2.	Temporary Traffic Control	1	LS	\$	\$
3.	Temporary Erosion Control	1	LS	\$	\$
4.	Connection to Existing Water Main	4	EA	\$	\$
5.	6-Inch Waterline Install	100	LF	\$	\$
6.	3-Inch Waterline Install	125	LF	\$	\$
7.	12-Inch Gate Valve Install	1	EA	\$	\$
8.	6-Inch Gate Valve	2	EA	\$	\$
9.	4-Inch Gate Valve	2	EA	\$	\$
10.	3-Inch Gate Valve	2	EA	\$	\$
11.	Asphalt Trench Patch (8" AC / 8" AB)	122	LF	\$	\$
12.	Asphalt Trench Patch (3" AC / 8" AB)	160	LF	\$	\$
13.	Pressure Reducing Valve	1	EA	\$	\$
14.	Electrical for Pressure Reducing Valve	1	LS	\$	\$
15.	Booster Pump Station Construction	1	LS	\$	\$
16.	Electrical for Booster Pump Station	1	LS	\$	\$
17.	2-Inch Blow Off Valve Assembly	1	EA	\$	\$
18.	Non-Excavatable Rock Removal (Contingent Bid Item)	5	CY	\$	\$

TOTAL BASE BID (Items 1-18) PRICE - \$ _____ (without alternate)

\$ _____

In Words

Alternate Bid Schedule

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Amount
4A.	Water Main Connection-Hot Tap	2	EA	\$	\$
4B.	Connection to Existing Water Main	2	EA	\$	\$

TOTAL ALTERNATE BID (Item 1) PRICE - \$_____ (without base)

\$ _____
In Words

TOTAL (Items 1-18 and Alternate) PRICE - \$_____ (Base plus Alternate)

\$ _____
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:

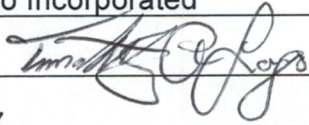
Corporation

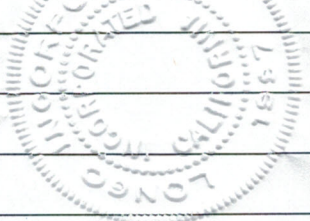
If the Bidder is a Corporation, the bid must be executed in the name of the Corporation and must be signed by a duly authorized officer of the Corporation. If the Bidder is a Corporation, fill in the following sentence:

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

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: Longo Incorporated
SIGNATURE OF BIDDER: 
ADDRESS: PO Box 6177
Tahoe City, CA 96145
DATED THIS 18th DAY OF March, 2024.
Valid Contractor's License No. 737266 is held by the bidder and expires on 6-30-2025
Classifications Held: Class A



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 to be Performed by Subcontractor
Placer Electric	22%
Lakeside Paving	7%

--	--

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, \$
See Attached		

Longo Incorporated

Completed Job List

Project	Owner	Phone Number	Contract Amount	Year Completed
Base Facility Drainage Improvements	North Tahoe PUD	530-546-4212	\$95,464	2019
Dollar 1 Pump Station Backup	Tahoe City PUD	530-583-3796	\$193,850	2020
Tank Site Piping Modifications Project 2020	Truckee Donner PUD	530-587-3896	\$297,541	2020
Dollar Edgewater Sewer Line Repair Project Phase 2	Tahoe City PUD	530-583-3796	\$452,481	2020
Chinquapin Sewer Lift Station	Chinquapin HOA	530-583-6991	\$114,474	2021
Hidden Lake Water Line Loop	Olympic Valley PSD	530-583-4692	\$515,000	2022
Ward Well Water – 2023 Water Meters	Ward Well Water	530-386-3049	\$50,000	2023

Bond Number: N/A

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned Principal and Surety are held and firmly bound unto
Olympic Valley Public Service District

As Oblige in the penal sum of – **Ten percent** – of the total amount bid, the payment of which the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

WHEREAS, the Principal has submitted a bid for
Olympic Valley Mutual Water Company Emergency Intertie

NOW THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige 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 material furnished in the prosecution thereof, then this obligation shall be null and void, otherwise to remain in full force and effect. Provided, however, that if the Principal's bid would otherwise be declared non-responsive by the Oblige solely because the wording in this bond varies from that which is specified in the call for bids, then this document is hereby amended to include the wording so specified.

SIGNED, SEALED AND DATED THIS **13th** DAY OF **March**, 20**24**.

PRINCIPAL:
Longc Incorporated

By: 

SURETY:
Endurance Assurance Corporation

By: 

Nina D Dedeker, Attorney in Fact



ENDURANCE ASSURANCE CORPORATION

6664

POWER OF ATTORNEY

Know all Men by these Present, that ENDURANCE ASSURANCE CORPORATION, a Delaware corporation (the "Corporation"), with offices at 4 Manhattanville Road, 3rd Floor, Purchase, NY 10577, has made, constituted and appointed and by these presents, does make, constitute and appoint Nina D. Dedeker its true and lawful Attorney(s)-in-fact, and each of them to have full power to act without the other or others, to make, execute and deliver on its behalf, as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Corporation for any portion of the penal sum thereof in excess of the sum of TEN MILLION Dollars (\$10,000,000.00).

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Corporation as fully and to the same extent as if signed by the President of the Corporation under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the Board of Directors of the Corporation by unanimous written consent on the 9th of January, 2014, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the Board of Directors of the Corporation by unanimous written consent on January 9, 2014 and said resolution has not since been revoked, amended or repealed:

RESOLVED, that in granting powers of attorney pursuant to certain resolutions adopted by the Board of Directors of the Corporation by unanimous written consent on January 9, 2014, the signature of such directors and officers and the seal of the Corporation may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Corporation in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, the Corporation has caused these presents to be duly signed and its corporate seal to be hereunto affixed and attested this 6th day of JUNE of 2019 at Purchase, New York.

(Corporate Seal)

ATTEST

Marianne L. Wilbert signature

MARIANNE L. WILBERT, SENIOR VICE PRESIDENT

ENDURANCE ASSURANCE CORPORATION

By

Sharon L. Sims signature

SHARON L. SIMS, SENIOR VICE PRESIDENT

STATE OF NEW YORK ss: MANHATTAN
COUNTY OF NEW YORK

On the 6th day of JUNE of 2019 before me personally came SHARON L. SIMS, SENIOR VICE PRESIDENT to me known, who being by me duly sworn, did depose and say that (s)he resides in SCOTCH PLAINS, NEW JERSEY that (s)he is a SENIOR VICE PRESIDENT of ENDURANCE ASSURANCE CORPORATION, the Corporation described in and which executed the above instrument; that (s)he knows the seal of said Corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Corporation, and that (s)he signed his (her) name thereto by like order.

(Notarial Seal)

STATE OF NEW YORK ss: MANHATTAN
COUNTY OF NEW YORK

Nicholas James Benenati signature

Nicholas James Benenati, Notary Public - My Commission Expires 12/6/2019

CERTIFICATE

I, CHRISTOPHER DONELAN, the PRESIDENT of ENDURANCE ASSURANCE CORPORATION, a Delaware Corporation (the "Corporation"), hereby certify:

- 1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of the Corporation and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the Board of Directors of the Corporation by unanimous written consent on January 9, 2014 and said resolutions have not since been revoked, amended or modified:

*RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Corporation any and all bonds, undertakings or obligations in surety or co-surety with others:

CHRISTOPHER DONELAN, SHARON L. SIMS, MARIANNE L. WILBERT

And be it further:

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Corporation."

- 3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 13th day of March, 2024.

(Corporate Seal)

Christopher Donelan signature

CHRISTOPHER DONELAN, PRESIDENT

Any reproductions are void.
Primary Surety Claims Submission: suretybondclaims@sompo-intl.com
Surety Claims Hotline: 877-676-7575

Mailing Address: Surety Claims Department, Sompo International, 1221 Avenue of the Americas, 18th Floor, New York, NY 10020



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-7
6 Pages

OVPD-OVMWC EMERGENCY INTERTIE PROJECT

DATE: March 26, 2024

TO: District Board Members

FROM: Dave Hunt, District Engineer

SUBJECT: California Environmental Quality Act (CEQA) Notice of Exemption

BACKGROUND: The OVPD-OVMWC Emergency Intertie Project includes the construction of a pressure reducing valve (PRV) station and a booster pump station (BPS). The PRV will be adjacent to Olympic Valley Rd. and the Olympic Valley bike trail, at the intersection of Russell Rd. The new facility will include a 6'x11' concrete vault with a PRV and appurtenant pipe and valves, and approximately 100 linear feet of waterline to connect the water systems. The BPS will be constructed within the OVMWC's existing Wellhouse #1. Approximately 125 linear feet of waterline will be constructed to connect the water systems in the Palisades Tahoe paved parking area within a waterline easement.

This Emergency Intertie Project is necessary to improve water supply reliability. The construction of the intertie will enhance water supply reliability in the Valley during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable emergencies that would result in an interruption of service.

DISCUSSION: The District is required to comply with CEQA and will act as the Lead Agency for the Project. The Lead Agency, as defined by CEQA, is the public agency that has the primary responsibility for carrying out or approving a project (State CEQA Guidelines Section 15367). To be a CEQA Lead Agency, the public agency must have discretionary authority over the proposed project. The Lead Agency also has the primary responsibility for determining what level of CEQA review is required for a project and for preparing and approving the appropriate document (e.g., negative declaration, mitigated negative declaration, Environmental Impact Report, or Notice of Exemption).

Under the CEQA guidelines, a project qualifies for a Class 3 Categorical Exemption if "it consists of construction and location of limited numbers of new,

small facilities or structures; installation of small new equipment and facilities in smaller structures;...” including “Water main, sewerage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.” (CEQA Guidelines Section 15303).

The Emergency Intertie Project qualifies for a Class 3, New Construction or Conversion of Small Structures (Section 15303) Categorical Exemption since it includes construction of one (1) new small underground water system facility and conversion of one (1) existing small water system facility, and installation of approximately 225 lineal feet of water main to connect the facilities. The sole purpose of the project is to provide critical water system reliability for the protection of public health and safety and fire protection in the event of a water supply or water system failure or other unforeseeable emergency. Both facilities will be installed in previously disturbed areas and construction Best Management Practices will be employed throughout the project to ensure protection of the environment, both during and after construction.

- ALTERNATIVES:**
1. Adopt Resolution 2024-05 authorizing the Interim General Manager to execute and file a CEQA Notice of Exemption for the Project.
 2. Do not authorize the Interim General Manager to execute and file a CEQA Notice of Exemption for the Project.

FISCAL/RESOURCE IMPACTS: There are no fiscal impacts associated with filing the CEQA NOE.

RECOMMENDATIONS: Staff recommends approval of Resolution 2024-05 authorizing the Interim General Manager to execute and file a CEQA Notice of Exemption for the Project.

ATTACHMENTS:

- Resolution 2024-05 – A Resolution of the Board of Directors of the Olympic Valley Public Service District Authorizing the Interim General Manager to Execute and File the Notice of Exemption for the OVPSD-OVMWC Emergency Intertie Project
- Notice of Exemption

DATE PREPARED: March 13, 2024

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE AND FILE THE NOTICE OF EXEMPTION FOR THE OVPSD-OVMWC EMERGENCY INTERTIE PROJECT

WHEREAS, the Olympic Valley Public Service District (District) is a public agency organized pursuant to California Water Code §30000, et seq; and

WHEREAS, there are two public water systems in the Olympic Valley, the Olympic Valley Public Service District (OVPSD) and the Olympic Valley Mutual Water Company (OVMWC), that provide domestic water to residents for health and human safety, and fire protection purposes,

WHEREAS, the water systems are not hydraulically connected; and the construction of the Emergency Intertie will enhance water supply reliability in the Valley during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable emergencies that would result in an interruption of service; and

WHEREAS, the Project entails the construction of a pressure reducing valve (PRV) station including a 6'x11' concrete vault with a PRV and appurtenant pipe and valves, and a booster pump station (BPS) located within OVMWC Wellhouse #1 and appurtenant pipe and valves; and

WHEREAS, the District is acting as Lead Agency for the OVPSD-OVMWC Emergency Intertie Project (Project) under the California Public Resources Code §21000, et seq, (CEQA); and

WHEREAS, the District as Lead Agency has determined that the Project does not have a significant effect on the environment and is categorically exempt pursuant to § 15303 of Title 14, California Code of Regulations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Olympic Valley Public Service District hereby directs the Interim General Manager to execute and file the attached Notice of Exemption on the grounds that said project is categorically exempt from CEQA. The contents of said Notice of Exemption shall be filed with Governor's Office of Planning and Research State Clearinghouse and the Placer County Clerk's Office.

PASSED AND ADOPTED this 26th day of March, 2024 at a regular meeting of the Board of Directors of the Olympic Valley Public Service District, by the following vote on roll call:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: _____

From: (Public Agency): _____

(Address)

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: **(check one)**:

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Lead Agency
Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

ATTACHMENT A

Olympic Valley Public Service District OVPSD-OVMWC Emergency Intertie Project CEQA Categorical Exemption

Project Purpose

There are two public water systems in the Olympic Valley, the Olympic Valley Public Service District (OVPSD) and the Olympic Valley Mutual Water Company (OVMWC), that provide domestic water to residents for health and human safety, and fire protection purposes. Currently, the water systems are not hydraulically connected. Interties or interconnections between separate public water systems that allow the exchange, or delivery, of water between those systems is essential to improve water supply reliability.

The OVPSD-OVMWC Emergency Intertie Project is necessary to improve water supply reliability. The construction of the Emergency Intertie will enhance water supply reliability in the Valley during emergency events such as power outages, water supply contamination, mechanical well failures, fires, and other unforeseeable emergencies that would result in an interruption of service.

The Emergency Intertie Project entails the construction of a pressure reducing valve (PRV) station and a booster pump station (BPS). The PRV will be adjacent to Olympic Valley Rd. and the Olympic Valley bike trail, at the intersection of Russell Rd. The new facility will include a 6'x11' concrete vault with a PRV and appurtenant pipe and valves, and approximately 100 linear feet of waterline to connect the water systems. The location of the PRV vault will be in the dirt shoulder between the road and the bike path in the Placer County right of way. The BPS will be constructed within the OVMWC's existing Wellhouse #1. Approximately 125 linear feet of waterline will be constructed to connect the water systems in the Palisades Tahoe paved parking area within a waterline easement.

CEQA Guidelines Section 15303 New Construction or Conversion of Small Structures

Under the CEQA guidelines, a project qualifies for a class 3 Categorical Exemption when "it consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in smaller structures;..." including "Water main, sewerage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction." (CEQA Guidelines Section 15303).

The Emergency Intertie Project qualifies for a Class 3, New Construction or Conversion of Small Structures (Section 15303) since it includes construction of one (1) new small underground water system facility and conversion of one (1) existing small water system facility, and installation of approximately 225 lineal feet of water main to connect the facilities. The sole purpose of the project is to provide critical water system reliability for the protection of public health and safety and fire protection in the event of a water supply or water system failure or other unforeseeable emergency. Both new facilities will be installed in previously disturbed areas and construction Best Management Practices will be employed throughout the project to ensure protection of the environment, both during and after construction.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-8
5 Pages

Well 3 Rehabilitation Project

DATE: March 26, 2024
TO: District Board Members
FROM: Dave Hunt, District Engineer
Alexa Kinsinger, Assistant Engineer
SUBJECT: Construction Contract Award to Carson Pump

BACKGROUND: Well 3 is one of four domestic water supply wells typically in operation by the District. It was drilled in 1958 and has had several rehabilitation efforts completed. The most recent rehabilitation efforts were in 2014 and 2020. In both instances the pump and motor was replaced, and the well casing thoroughly cleaned through brushing and high pressure jetting. Both rehabilitation efforts were the result of emergency pump failures.

In recent years, the District has pursued a more preventative maintenance approach that budgets for routine well rehabilitation projects rather than emergency responses to pump failures. This approach improves our level of service by extending the useful life of our well equipment through routine maintenance, reducing service outages that result from emergencies, and by proactively budgeting for equipment replacements so we have sufficient funds when needed.

Implementation of the project is part of the Districts preventative maintenance program. Similar rehabilitation efforts have occurred at Wells 1R and 2R in the recent past.

Well rehabilitation is beneficial for several reasons including:

- Improvement of water quality: Over time water supply wells can become clogged, leading to a decrease in water quality. By completing rehabilitation projects, the well is cleaned, resulting in improved water quality.
- Increased well efficiency: Water supply wells that have not been properly maintained can experience a decrease in efficiency that can lead to lower water production rates and higher operating costs. Rehabilitation projects can help to restore well efficiency, resulting in increased water production and lower operating costs.
- Extended well life: By completing rehabilitation projects on water supply wells, any damaged or worn-out components can be repaired or replaced,

thus extending the useful life of the well. Additionally, by completing a planned rehabilitation project that is budgeted for in advance, the District can reduce the likelihood of a more costly emergency well maintenance or replacement project in the future.

- Improved public health and safety: Municipal water supply wells provide drinking water to our customers, and it is essential that the water is free of contaminants. Rehabilitation projects reduce the risk of contamination, thus helping to protect the public health and safety of our customers.

With Well 3 being an older well, the proposed rehabilitation effort is more aggressive. The Well 3 rehabilitation project will include:

- Pump assembly removal and inspection.
- Well pre-rehabilitation video inspection to evaluate existing condition of the well.
- Well rehabilitation and cleaning including chemical treatment and brushing of the well casing to remove fine sediment, any biofilm buildup, and scaling. The Well 3 rehabilitation will include two chemical treatments to help reduce or eliminate discoloration issues.
- Well post-rehabilitation video inspection to document cleaned conditions and ensure successful well rehabilitation prior to reinstallation of the pump.
- Re-installation of existing pump assembly.
- Well disinfection to ensure adequate water quality prior to the well being placed back in service.

DISCUSSION: The District’s hydrogeologist, UES, prepared detailed project specifications for the project, and staff requested a proposal from Carson Pump, LLC to complete the rehabilitation work. Carson Pump is highly qualified and well revered in the well drilling and rehabilitation business. Additionally, Carson Pump has successfully completed all the District’s well rehabilitation and repair efforts over the past 20-years and has an excellent relationship with the Operations staff and a comprehensive knowledge of our water system. The District received a proposal from Carson Pump on March 12, 2024 for \$38,600.

A Notice of Award is expected to be issued on March 26, 2024, with the Notice to Proceed issued after the signed Agreement and insurance are submitted to the District. The Contract Documents specify that the Project shall be completed by June 1, 2024.

Staff is recommending awarding the contract to Carson Pump for the base bid amount of \$38,600. Staff is also recommending approving an additional contingency amount of 15%, or approximately \$6,000, to cover costs which may be incurred due to unforeseen circumstances during construction (e.g. additional onsite storage facilities for discharge water, etc.).

- ALTERNATIVES:**
1. Approve the bid proposal from Carson Pump, LLC and authorize the General Manager to execute all contractual documents.
 2. Do not approve the proposal from Carson Pump, LLC.

FISCAL/RESOURCE IMPACTS: The Well 3 Rehabilitation Project will be funded through the Water Operations budget. The FY2024 budget for this project is \$45,000. The base bid of \$38,600, along with the 15% contingency, is within budget.

RECOMMENDATIONS: Approve the bid proposal from Carson Pump, LLC and authorize the General Manager to execute a contract with Carson Pump, LLC. in an amount not to exceed \$38,600, and approve an additional contingency amount not to exceed \$6,000 to cover costs which may be incurred due to unforeseen circumstances during the project.

ATTACHMENTS:

- Bid Proposal – Carson Pump, LLC (March 12, 2024)

DATE PREPARED: March 12, 2024



CARSON

Pump LLC

- Turbine and Submersible Sales & Service
- Complete Well Rehabilitations
- Aquifer Testing – Turbine or Submersible

P.O. BOX 20159 CARSON CITY, NV 89721 (775) 888-9926 FAX (775) 888-9928

Alexa Kinsinger, PE
Assistant Engineer
Olympic Valley Public Service Dist.

March 12th, 2024

Alexa,

We are submitting the completed bid schedule for the 2024 Well 3 Rehabilitation Project. I have included 2 frack tanks in the total cost for item #4. Item #6 includes the use of Cotey Liquid Acid Descaler for 2 complete chemical treatments to the well. This rehabilitation will be pretty much the same as we conducted on Well 2R last year. If any of the equipment that is removed looks like it will need replaced, we will notify you.

Thank you for giving us the opportunity to submit this bid and look forward working with you if we are awarded this bid.

Sincerely,

Dan Trampe

BID SCHEDULE

Item No.	Description	Estimated Quantity*	Unit	Unit Price	Total Amount
1	Move on and off well sites including all labor, equipment, tools, and materials, including initial mobilization of equipment to Olympic Valley and movement of equipment and materials between well sites	1	LS	\$ 3,800.00	\$ 3,800.00
2	Remove existing pump assembly from well	1	LS	\$ 2,100.00	\$ 2,100.00
3	Pre-rehabilitation video logging of well	1	LS	\$ 1,000.00	\$ 1,000.00
4	Discharge management, collection, and conveyance including frac tank(s) and piping	1	LS	\$ 7,000.00	\$ 7,000.00
5	Rehabilitation brushing, bailing, swabbing, jetting and descaling prior to chemical treatments	12	HR	\$ 300.00	\$ 3,600.00
6	Chemical treatment including injection, swabbing, reaction time, purging, and post-treatment mechanical development up to 6 hours	2	LS	\$ 6,000.00	\$ 12,000.00
7	Post-rehabilitation video logging	1	LS	\$ 1,000.00	\$ 1,000.00
8	Reinstall pump, sanitize well, submit samples to laboratory for coliform bacterial testing	1	LS	\$ 4,200.00	\$ 4,200.00
9	Additional development by pumping and surging, including discharge management, and 2-hr constant-rate pumping test	8	HR	\$ 300.00	\$ 2,400.00
10	Connect well back into municipal system and site clean-up.	1	LS	\$ 1,500.00	\$ 1,500.00

TOTAL BASE BID (Items 1-10) PRICE - \$ 38,600.00 (without alternates)

\$ Thirty eight thousand six hundred dollars and no/100

In Words

NOTES:

* Quantities are estimated. Payment will be based on actual quantities furnished, installed, or constructed.

** Items described include all labor, equipment, tools, materials, and tasks of work needed to complete the bore hole drilling, well construction, well development, and test pumping as described in these Specifications.

*** Above prices include any amount payable by the Owner for taxes by reason of this Contract.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-9
12 Pages

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) SPECIAL DISTRICT REPRESENTATIVE ELECTION

DATE: March 26, 2024

TO: District Board Members

FROM: Jessica Asher, Board Secretary & Program Manager

SUBJECT: Placer County LAFCO Special District Representative Election

BACKGROUND: The District received notification of Placer County LAFCO's Special District Representative Election. The current Special District representatives are Commissioner Joshua Alpine, Placer County Water Agency, Term Expires April 30, 2024 and Alternate Commissioner William Kahrl, Newcastle Fire Protection District, Term Expires April 30, 2024. It is necessary to vote for a new regular voting special district representative (i.e. Commissioner) and alternate special district representative (i.e. Alternate Commissioner.) The elected representatives will serve a four-year term, expiring May 2028.

DISCUSSION: Each district receives one ballot and can vote for one commissioner and for a first-choice and second-choice alternate commissioner. The attached packet, provided by LAFCO, includes a Resume/Curriculum Vitae for each of the candidates. The Ballot and Certification will be completed by the President and staff will return the Ballot and Certification to the Placer LAFCO office before the April 26, 2024 deadline.

ALTERNATIVES: 1. Cast a ballot for LAFCO Special District Representative.
2. Do not cast a ballot.

RECOMMENDATION: Cast the District's vote for LAFCO Special District Representatives.

FISCAL/RESOURCE IMPACTS: None

ATTACHMENTS: Election Cover Letter, Ballot, and Candidate Resumes (8)

DATE PREPARED: March 1, 2024

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Electronic Transmittal

COMMISSIONERS:

Cindy Gustafson
Chair (County)

Susan Rohan
Vice Chair (Public)

Joshua Alpine
(Special District)

Shanti Landon
(County)

Sean Lomen
(City)

Tracy Mendonsa
(City)

Rick Stephens
(Special District)

**ALTERNATE
COMMISSIONERS:**

Jim Holmes
(County)

William Kahrl
(Special District)

Jenny Knisley
(City)

Cherri Spriggs
(Public)

COUNSEL:

Michael Walker
General Counsel

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

Date: February 27, 2024
To: Special District Presiding Officer c/o Clerk of the District
From: Michelle McIntyre
Re: Selection of a Special District Representative and Alternate

On January 17, 2024, LAFCO requested the Special Districts Presiding Officers consider nominating one or two special district board member(s) to serve as the Special District and Alternate Special District Representative on LAFCO.

We received several nominations for both seats within the deadline. Some nominees were nominated as the voting and alternate voting members. As a result, we ask you to complete the ballots in the following manner:

Regular Voting Special District Representative Ballot

- Choose one candidate only.

Alternate Special District Representative Ballot

- Choose your *first-choice* candidate by writing the number 1 next to their name.
- Choose your *second-choice* candidate by writing the number 2 next to their name.

We will count the ballots for the Special District Representative before tallying the votes for the alternate voting member seat. We will only use your second-choice candidate for the Alternate Representative if your first choice was selected as the regular voting member.

To be considered valid, ballots must be signed by the presiding officer of a special district, or another board member designated by the board. Ballots from a quorum of the Special Districts must be received for the election to be valid, and the person receiving the most votes for each seat shall be appointed. This memo contains ballots and any submitted Statement of Qualifications from the candidates.

Please return completed ballots via email to lafco@placer.ca.gov no later than **Friday, April 26, 2024, at 4 pm.**

110 Maple Street Auburn, CA 95603
(530) 889-4097
<https://www.placer.ca.gov/lafco>

Ballot: Selection of Regular Voting Special District Representative on LAFCO

Please choose one candidate:

_____ **H. Gordon Ainsleigh, Auburn Area Recreation and Park District Director**

Nominated by:
Auburn Area Recreation and Park District

_____ **Joshua Alpine, Placer County Water Agency Director**

Nominated by:
North Tahoe Public Utility District
Placer County Water Agency
Tahoe City Public Utility District

_____ **Peter Gilbert, Placer Mosquito & Vector Control District Trustee**

Nominated by:
Placer Mosquito & Vector Control District

_____ **Richard Hercules, Foresthill Fire Protection District President**

Nominated by:
Foresthill Fire Protection District

_____ **William Kahrl, Newcastle Fire Protection District President**

Nominated by:
Newcastle Fire Protection District
Penryn Fire Protection District
Placer Hills Fire Protection District

_____ **Luke Ragan, North Tahoe Fire Protection District Vice President**

Nominated by:
North Tahoe Fire Protection District

_____ **Teresa Ryland, South Placer Fire Protection District Director**

Nominated by:
South Placer Fire Protection District

Name of Special District: _____

Presiding Officer Printed Name

Presiding Officer Signature

Must be received by LAFCO via email at LAFCO@placer.ca.gov no later than Friday, April 26, 2024 by 4pm.

Ballot: Selection of Alternate Special District Representative on LAFCO

Please choose two candidates, numbering your first choice 1 and second choice 2.
Your second choice will be counted in the event your first choice is voted in as the
LAFCO Special District Regular Voting Member.

_____ **H. Gordon Ainsleigh, Auburn Area Recreation and Park District Director**
Nominated by:
Auburn Area Recreation and Park District

_____ **Joshua Alpine, Placer County Water Agency Director**
Nominated by:
Placer Hills Fire Protection District

_____ **Judy Friedman, Tahoe City Public Utility District Director**
Nominated by:
Alpine Springs Community Water District
North Tahoe Public Utility District
Placer County Water Agency
Tahoe City Public Utility District

_____ **William Kahrl, Newcastle Fire Protection District President**
Nominated by:
Penryn Fire Protection District

_____ **Luke Ragan, North Tahoe Fire Protection District Vice President**
Nominated by:
North Tahoe Fire Protection District

_____ **Teresa Ryland, South Placer Fire Protection District Director**
Nominated by:
Newcastle Fire Protection District
South Placer Fire Protection District

Name of Special District: _____

Presiding Officer Printed Name

Presiding Officer Signature

Must be received by LAFCO via email at LAFCO@placer.ca.gov no later than Friday, April 26, 2024 by 4pm.

I am Gordon Ainsleigh, 20-year Board Member of Auburn Recreation District. It has been my fortune, debatably good or bad, to have been president of two boards of directors at a time of crisis.

One was with Midway Heights County Water District in the late 1980s, when the EPA chose us as the first-in-the-nation community water district to attack, and force into chlorination. So in spite of the fact that the head of the National Cancer Institute had recently bragged about the new science showing that chlorinated water caused bowel and bladder cancer, and in spite of our Board's stance that we wanted to pursue ozonation for clean water, the Court went with the statement of the California State Health Officer that chlorinated water did not cause cancer, and we were forced to comply, trading the present giardia risk for a future bowel and bladder cancer risk. Our two small victories were that the EPA started with a proposed \$500,000 fine, and we maneuvered them down to \$37,500, and that we found a way to get the chlorinated water lines installed for less than half of the government-recommended approach, on a time-payment plan that was easy for our customers. It was a tempestuous time. I had taken the Presidency when the hall was full of angry customers, our past president was being unjustly prosecuted, and no one else was willing to sit behind the microphone. I changed the way meetings were handled, and two months later we had a peaceful nearly-empty hall, and could get on with business.

When I got elected to ARD, our organization was the least-trusted and most criticized special district in the Auburn Area. I was the only one who saw what the problem was. ARD had gone through 4 nightmare District Administrators in 10 years. All were wizards at resumes and interviews, but were either inept or dishonest, or both, at managing our recreation district. I also saw what no one else saw: that Placer High School District and Sierra College had also prospered as long as they hired people from within who had proven they were trustworthy and talented; but when they did a national search to get THE BEST, disaster struck. Sierra College paid out \$600,000 to a female librarian who had been bullied by their new wonder administrator, and Placer High School District had to pass a \$23,000,000 local bond to pay for the new high school in Foresthill, because their wonder administrator had deliberately not applied for 1994 State School Bond money that would have built Foresthill High School. Why? Because Mr Wonderful needed passage of a local bond in his resume to get the top job at wealthy Acalanes HSD, which pays twice as much as Placer HSD, and require superintendents with a proven record of bond passage, who can persuade their wealthy citizens in Orinda and Moraga and Lafayette to pass the many bonds and parcel taxes that support their elite school system. I saw that we had to hire from within, and that we had a bright, hard-working, honest young man with a degree in Recreation Management from Northern Colorado University named Kahl Muscott who could save us from disaster. For two month in a row, the rest of the ARD Board ridiculed me because Kahl didn't have the experience. Finally, I got together with the consultant who was doing the nationwide search, and we came up with a plan: hire the new Wonder Administrator for 6 months to teach Kahl how to do the job. Our new wonder administrator was so good that he left after 3 months to build a park from the ground up at decommissioned El Toro Marine Airbase, but Kahl knew enough by then to carry on. And ARD is now a model of success among special districts.

It seems likely that LAFCO could use a person like me on the Board, to see the problems that others don't see, and to formulate solutions that others don't comprehend. That's what I have done, repeatedly. My priorities are simple: to make sure that every LAFCO decision benefits the quality of life of the people who can be affected by that decision.

Joshua Alpine

District 5 Director, Placer County Water Agency | Special District Member, Placer LAFCo

Joshua Alpine is the District 5 Director for Placer County Water Agency (PCWA), where he oversees the Agency's vital efforts to provide an affordable, reliable, and sustainable water supply to the people, environment, and economy of Placer County and the region.

Joshua currently serves on the Placer Local Agency Formation Commission (Commission); he was elected in 2016 to represent Special Districts. He also served on the Commission from 2011-2012, including a term as Chair representing the City of Colfax.

As current President of the Board of Directors for Project GO, Inc., Joshua is engaged in providing affordable housing and energy efficiency programs for low- and moderate-income working families and senior citizens in our area.

Joshua recently served on the Placer County Economic Development Board and the Association of California Water Agencies (ACWA) Board, serving as Chair of ACWA's Region 3 Board from 2015-2023 (Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sierra, and Tuolumne Counties). He also serves from time to time as a member of numerous other committees and task forces.

Prior to serving as a Director for PCWA, Joshua served on the Colfax City Council from 2003-2012, including two terms as Mayor. During that time, he was very involved in wastewater, regional water, and land planning issues.

Joshua works effectively with elected officials and agencies at the local, state, and federal levels, including the Regional Water Quality Control Board and the State Water Resources Control Board, developing solutions to water and land use policies that affect our region. At the federal level, he has worked with the U.S. Environmental Protection Agency, U.S. Corps of Engineers, U.S. Department of Agriculture, and the U.S. Department of Housing & Urban Development.

Joshua has a B.S. in Information Systems Management and holds a California State Hydro Power System Operator certification. He worked as a Hydro System Operator from 2003-2009 for Pacific Gas & Electric (PG&E) operating the Bear, South Yuba, and the American Middle Fork river systems; he is currently a Lead System Operator for PG&E's electric transmission system. Joshua is also a member of the Placer County Historical Society and Colfax Lions Club. Joshua lives in Colfax.

Judy Friedman
Director, Tahoe City Public Utility District
Candidate for Placer County LAFCO Special District Alternate Seat

Judy Friedman has been a full-time resident of Tahoe City, located in the unincorporated area of Placer County, for over 50 years.

Friedman was elected to the Tahoe City Public Utility District (TCPUD) Board of Directors in 2008 and is currently serving her 4th publicly elected term. In addition to serving as a director for TCPUD, Friedman has served a variety of community organizations over the years, both as a volunteer and Board member. She is currently the President of Sierra Senior Services and is a small-business owner. Friedman has experience in both the public and private sectors and appreciates the fiduciary responsibility that comes with the office she seeks.

In her role as a public servant, Friedman makes decisions based on sound financial principles and respect for the needs and concerns of residents and the business community.

There has been tremendous growth in Placer County. LAFCO is charged with helping identify ways to organize, simplify, and streamline government and make sure that services are provided efficiently and economically. That requires thoughtful and creative solutions and well-informed decision makers.

Tahoe City was a small town in the '70s. The issues were modest, and the quality of life was hard to beat. As Placer County continues to grow, Friedman believes we need to work hard to balance quality of life while meeting growing service challenges. Friedman is fully committed to serving the citizens of Placer County in this effort, in a collaborative and transparent manner.

Judy Friedman is asking for your support to serve as Special District Alternate Commissioner and appreciates the trust that comes with your vote.

PETER GILBERT

peter-gilbert@sbcglobal.net

Current Chair, Lincoln Planning Commission

Former Councilman/Mayor. City of Lincoln

Former Councilman/Mayor. City of Foster City

Current Board Member, Placer County Mosquito & Vector Control District

Former President/Treasurer, Lincoln Hills Comm. Assoc.

Current member Lincoln Hills Foundation, Board of Directors

Former member Placer County Grand Jury

Former President – League of California Cities Peninsula Division

33 Cities in San Francisco, San Mateo and Santa Clara Counties

Former Chair, San Mateo County Criminal Justice Council

San Francisco State University – Speech Major -Radio/TV

U S Army Intelligence Corp. Sgt., E-6 Honorable Discharge

San Mateo County Safety Man of the Year for efforts funding a major highway project. (92/101 highway interchange)

Executive management experience. I have managed groups as large as 5,000 employees.

Statement of Qualifications for Election to Placer LAFCO

Richard Hercules, President, Foresthill Fire Protection District

The Opportunity for Placer County

It is certain that the special districts within Placer County will have new challenges in their opportunities and manner in which they provide unique services to the public. These serviced communities need to be bound together to develop organizational solutions for the County. These may be that is different than what exists, but again, to the benefit of the public. New state laws will also affect those districts, governments, and their purposes.

Placer County has been affected by the increased rate of development in most all areas. Special districts will be affected, but are largely managed by elected volunteers and staff that focus on the operations of that district. It is apparent that there are separations between the larger urban districts and the more remote districts, but some effort is expected to better align these groups for the issues of the County. LAFCO, with staff and support from Placer County officials, the special district volunteers and local city officials, can evaluate impacts of growth and development on these districts and urban communities and effect change. Appropriately, citizens of Placer County have expectations of services at many levels, particularly those funded by property taxes and assessment measures.

My Background

Much of my career in private industry was the development, operation of new businesses and organizations to deliver a service or product to a wide range of users. In almost all cases, my skills in these efforts required knowledge in long term planning, policy development, defined organizational structure, and legislative and financial management. Accordingly, conflict resolution and the need to manage negotiations for those opportunities is part of that environment. Further, my experience in mergers and acquisitions has broadened my perspectives in finding solutions beneficial to those parties involved, however disparate.

I have many strengths to work and balance improvements of these services through separation, consolidations or restructuring. While these activities are within the purview of LAFCO, I would apply the reality of the needs of the County and its citizens. In the last 5 years of my work with the Foresthill Fire Protection District board, I can offer that the district is better managed in this period than some of its previous history, and with better engagement and appreciation by the community it serves. This is the type of energy and commitment I would apply to this appointment. I look forward to discuss and understand the particular issues your district is experiencing. I can be reached through the Fire District web site or by telephone.

**STATEMENT OF QUALIFICATIONS
PLACER LOCAL AGENCY FORMATION COMMISSION
WILLIAM KAHRL**

My name is Bill Kahrl. For the last 24 years, my wife Kathleen and I have been working together with local community leaders, business owners, elected officials, friends and neighbors to protect and, where possible, to enhance the quality of life we all enjoy in Placer County.

In that connection, I am just beginning my fourth term as President of the Newcastle Fire Protection District. We've accomplished a lot. In 2023, we opened the new fire station in Newcastle that had been delayed for more than ten years. And we're enjoying considerable success with the Joint Operating Agreement we negotiated with the Penryn and Placer Hills Fire Protection Districts. As a result, we have been able to reduce the administrative costs for all three districts while at the same time improving service, reducing response times, while enhancing overall fire safety throughout central Placer.

It's not just the taxpayers who benefit. These improvements mean more opportunities for training and advancement for our firefighters and a better chance that all the communities we serve will be able to meet the increasing demands of the future.

I believe that closer cooperation, practical coordination, and innovative efficiency are essential to ensure that all our special districts will be able to continue delivering the quality of service the public has come to expect. The Placer LAFCO can be the key to making that happen. But it will require leadership. And it will require better communications among the special districts represented on the commission.

I have a long and detailed familiarity with how the LAFCO process works – and where it can sometimes fall short. In my professional life in government and business, I have worked for Democrats and Republican leaders, held key positions on the staff of the Governor and the Speaker of the Assembly, and advised several of California's major corporations as well as its largest water districts and forestry companies. As a journalist, award-winning editor and author, I've been able to focus on several of the state's major natural resource issues. Some of my proudest accomplishments in this area include the creation of the California Wild and Scenic River System, the acquisition of Point Reyes National Seashore, the preservation of Headwaters National Forest, and initiating the creation of the conservation easement that now protects more than 80,000 acres of pristine coastal lands around Hearst Castle.

The point is, I know how to get things done. And, with respect, I would like to ask for your support so that I can continue working on behalf of all our special districts on Placer LAFCO. If you have any questions or would like to discuss the issues your district is facing, please do not hesitate to call me at 916-663-0785.

William Kahrl, President
Newcastle Fire Protection District
Board of Directors

Luke Thomas Ragan
P.O. Box 1793
Tahoe City, CA 96145
530.308.5098
ragan@ntfire.net

My name is Luke Thomas Ragan. My family is fifth generation Tahoe City. I currently serve on the North Tahoe Fire Protection District Board. I have been the Vice President on that Board for the past four years and have served on the Board since 2016. I also serve on the Boards for North Tahoe Little League and the Tahoe City Recreation Association. I am currently the President of Pacific Built, Inc. and sole owner of Ragan Snow Removal in Tahoe City. I graduated from North Tahoe High School and am currently the head junior varsity football coach and work with the varsity team as well.

I am interested in this position to make a difference and protect the interests in Placer County. I appreciate your consideration to be nominated for a seat on the Placer County LAFCO Board.

Please feel free to contact me if you have any questions.

STATEMENT OF NOMINEE FOR
INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

Name: Teresa R Ryland, CPA, CFE

Special District: South Placer Fire Protection District

I am excited with this opportunity to serve the County on the LAFCO. This committee work would capitalize on my extensive experience in serving government agencies in Placer and allow for future decisions and conversations that benefit all residents of the County.

I have lived in South Placer for 34 years and am proud to have served as a South Placer Fire Protection District Director for over a decade. Through strategic planning, careful budgeting, and efficient operating practices we have been able to maximize our funding, thereby continuing to provide top notch service. I am committed to working with all agencies in the County to assure our strong, continued operation in support of our community and the entire County.

Professionally, I have spent 37 years working with and for California public agencies in planning, finance and facilities arenas, including the last 20 as a local, small business owner in Placer County. My business has involved working with most of the school districts in the County, several cities, the County of Placer, PCWA and of course fire districts.

I served on the fire board as we worked with Loomis Fire on an administrative and support MOU, then through the actual consolidation of the two districts. I am currently working with two other counties' LAFCOs (school district version) – Los Angeles and Sacramento county - as we work through potential school district unification projects.

It would be an honor to represent SPFD on the Placer County LAFCO.



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-10
3 Pages

GREEN-WASTE-ONLY DUMPSTER REBATE PROGRAM

DATE: March 26, 2024

TO: District Board Members

FROM: Jessica Asher, Program Manager & Board Secretary
Danielle Mueller, Finance & Administration Manager

SUBJECT: FY 2024-2025 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. 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 to fully reimburse the cost to rent a six-cubic-yard green-waste-only dumpster for a one-week period, delivered, picked up, and disposed of by TTSD. This program continues with a 100% reimbursement of the discounted rate.

DISCUSSION: In accordance with direction previously provided by the Board, 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.

The program would be first-come, first-served with a cap of \$10,000 and would reimburse 100% of the costs of the dumpster. 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.

As in past years, the six-yard Green-Waste-Only Dumpster Rebate Program would be extended to residents on River Road who do not pay garbage collection fees but are in the District's fire protection area. Funds for reimbursement would come from property tax revenue.

ALTERNATIVES:

1. Adopt Resolution 2024-06 authorizing staff to provide a 100% rebate for eligible constituents that have rented a six-cubic-yard green-waste-only dumpster.
2. Do not adopt Resolution 2024-06.

FISCAL/RESOURCE IMPACTS: As noted above, staff recommends a \$10,000 cap on the Rebate Program. The weekly rate charged by TTSD for a six-yard green-waste-only dumpster until June 30, 2024 is \$146.03. The rate for FY 2025 is not yet known. Future participation in the program is unknown. Since the rebate was introduced in 2021, 55 rebates have been provided for a total expense of \$7,162. The source of funds will come primarily from the Garbage Fixed Asset Replacement Fund (FARF), which has a balance of approximately \$139,000. The capital reserve policy allows for the FARF to be used for rate stabilization. For non-garbage customers, the source of funds is property tax revenue. Beginning in FY 2025 staff will evaluate the source of funds from garbage rates.

RECOMMENDATION: Adopt Resolution 2024-06 authorizing staff to provide a 100% rebate for eligible constituents that have rented a six-cubic-yard green-waste-only dumpster

ATTACHMENTS: Resolution 2024-06

DATE PREPARED: March 15, 2024

RESOLUTION 2024-06

**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 2024-2025 contract does not include curbside collection of green waste as it had historically, prior to 2021; 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 property tax revenue 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 purchase and utilize a 6-yard green-waste-only dumpster from Tahoe Truckee Sierra Disposal Company. The rebate program will be effective July 1, 2024 – June 30, 2025. One rebate will be allowed per property until a maximum of \$10,000 is reimbursed.

PASSED AND ADOPTED this 26th day of March 2024 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-11
3 Pages

FUELS MANAGEMENT PROGRAM

DATE: March 26, 2024

TO: District Board Members

FROM: Brad Chisholm, Fire Chief; Jessica Asher, Program Manager & Board Secretary

SUBJECT: Fuels Management Program – Update

BACKGROUND: The Board of Directors directed staff to provide progress reports regarding Fuels Management at its monthly meetings for items not otherwise addressed within the Board agenda. Information about the program can be found on the Department's Prevention website under the Wildfire Preparedness and Wildfire Prevention tabs. <https://www.ovpsd.org/ovfd/prevention>

DISCUSSION: Green Waste Programs – 2024

The PSD, Firewise Community, Friends of Olympic Valley (FoOV), and Palisades Tahoe are scheduled to host six Green Waste Days this summer at the East Parcel (Lot 4), across from the Fire Station. District staff will be working with our partners to publicize the events and will provide the labor and equipment expenses to clean-up and load the green waste into containers on the Monday following each event. The events will LIKELY be held on the second Sunday of each month, May – October, though we are waiting for confirmation from the Firewise Community volunteers and Palisades Tahoe at the time of finalizing this report.

The Placer County Chipper Program is a cost-share program, funded by Placer County and CALFIRE, that provides low-cost residential chipper service for Placer County residents, incentivizes fuels reduction, and promotes defensible space and fire prevention activities. For \$80 / hour, residents can utilize a crew that will chip and broadcast piled green waste. Last year six residential chipping service days were scheduled with Placer County from July through September, 2023. One property owner utilized this service. We believe this option has low interest due to the success of the Green Waste Days. The Department is proposing not scheduling specific chipping days this season, however, property owners will still be able to work directly with Placer for chipping services in 2024.

The Board is considering funding the Green Waste-Only Dumpster Rebate Program through June 30, 2025 at the March 26th Board Meeting. The program provides 100% reimbursement per property for renting a green waste-only dumpster for one-week from Tahoe Truckee Sierra Disposal (TTSD).

Staff is awaiting confirmation that Tahoe Truckee Sierra Disposal will host Green Waste Day in June in neighboring communities that our residents can utilize and that residents will continue to be allowed to drop-off up to six-yards of green waste material at the Eastern Regional Landfill for free.

FISCAL/RESOURCE IMPACTS: The District has been awarded \$685,911 in grant funding dedicated to planning and implementation of fuels management projects as summarized below.

Project	Grantor	Date Awarded	Funding	% Complete
Community Wildfire Protection Plan (CWPP)	CAL FIRE	Oct. 2021	\$31,898	100%
Fuels Reduction - OV-1 (120 acres)	CAL FIRE	Nov. 2022	\$539,888	30%
Fuels Reduction – Evacuation Corridor- O.V. Road (3 acres)	Tahoe Truckee Community Foundation (TTCF)	July 2022	\$50,000	0%
	Trout Unlimited / Friends of Squaw Creek	Nov. 2021	\$19,000	100%
Design and Permitting OV-4 (100 acres)	TTCF / CAL FIRE	July 2023	\$45,125	10%

The District has an on-call contract with Danielle Bradfield (Registered Professional Forester and founder of Feather River Forestry) for grant writing and consulting services for a not-to-exceed amount of \$20,000 annually. Staff spend a significant amount of time developing our Fuels Management Program and administering grant contracts.

Expenses related to the Green Waste Days (GWD) are paid from rates and the Garbage Fixed Asset Replacement Fund, the current balance of the Garbage FARF is approximately \$139,000. The costs estimated for this program include TTSD’s delivery, pick-up, and disposal of three (3) 30-cubic yard containers per GWD, administration, and labor and expected to be approximately \$3,300/event if FoOV and the Firewise Community can provide volunteers on the six District-sponsored GWDs.

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

ATTACHMENTS: Green Waste Disposal Program Flyer

DATE PREPARED: March 21, 2024

2024



GREEN WASTE DISPOSAL PROGRAMS

Creating Defensible Space around your home is an important part of wildfire safety. These programs help Olympic Valley residents comply with Defensible Space requirements. If you have any questions, please contact us at (530) 583-4692 or info@ovpsd.org

Six-Yard Green-Waste-Only Dumpster Rental - 100% Reimbursement

- 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
- Purchase between May 1, 2024, and October 31, 2024. Call TTSD to order at (530) 583-7800
- One Rebate per Property per season for all Olympic Valley residents, including River Road
- FIRST-COME, FIRST-SERVED, the rebate program has a cap of \$10,000
- Your receipt must include Proof of Payment, Property Address, Payee Name, and Mailing Address
- Submit the receipt via email: info@ovpsd.org, mail: PO Box 2026 Olympic Valley CA 96146, or in person: 305 Olympic Valley Rd.

Green Waste Disposal Days

- Where: Empty lot across from the Olympic Valley Fire Department
- When: 9 AM - 4 PM | Sundays, June 9 | July 14 | August 11 | September 8 | October 13
- Open to residents of Olympic Valley and River Road only, please bring proof of residency
- Green Waste Only; NO Household Waste, NO Hazardous Materials; NO Green Waste mixed with other materials; NO Plastic Bags; NO Construction Debris; NO Dirt, Sod, Rocks
- Volunteers are needed to staff the gate and check materials, if interested please contact Andrew Lange at (530) 448-1892
- Program is sponsored by the Olympic Valley Public Service District & Fire Department, Friends of Olympic Valley, the Olympic Valley Firewise Community, and Palisades Tahoe
- Additionally, Olympic Valley Residents are welcome at the Tahoe Truckee Sierra Disposal sponsored Green Waste Day on June 17th in Tahoe City, Homewood and Tahoe Vista. For more information visit www.waste101.com or contact TTSD directly

Placer County Chipper Days

- For \$80/hour (min. 1 hour) residents can utilize a crew that will chip piled vegetation
- For more information, specific guidelines, and to request chipper service please call (530) 390-6680 or visit the Placer County website here: <https://placerrcd.org/projects/chipperprogram/>
- Placer County will electronically invoice homeowners after the work has been completed

Six-Yards Free at Cabin Creek

- Residents are allowed to drop off up to six-yards of green waste material to the Eastern Regional Landfill for free May 1 - October 31, Monday - Saturday 8am - 4pm, bring proof of residency



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-12
99 Pages

RECORDS RETENTION SCHEDULE - 2024

DATE: March 26, 2024

TO: District Board Members

FROM: Jessica Asher, Board Secretary

SUBJECT: Adopting Resolution 2024-09 Records Retention Schedule

BACKGROUND: In December 2023, the General Manager authorized a contract with Gladwell Governmental Services, Inc., for an initial fee of \$4,350, followed by an annual fee of \$350. The contracted services will deliver an updated records retention schedule and staff training as well as ongoing/annual updates to the retention schedule. There have been significant legal mandates related to records retention since the District's schedule was created and staff are unable to ensure compliance without contracted services. The original Records Retention Policy was adopted by the Board of Directors was adopted on April 30, 2002, and has been revised periodically.

DISCUSSION: The revision of the records retention schedules were driven by many factors, including:

- The District's efforts to digitize records (Document Management System Project);
- Technology advancements;
- Changes in law pertaining to special District records.

Gladwell Governmental Services, Inc. has assisted over 250 California municipal governments with their records management, records retention and/or document imaging programs, including many special districts, agencies or units.

The retention schedules for OVPSD were written interactively with all departments participating. They provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of OVPSD's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, OVPSD will realize savings in labor costs, storage costs, free filing

cabinet and office space, realize operational efficiencies and ensure compliance with regulations governing record management.

The appropriate Department Manager and General Counsel have reviewed and approved all Retention Schedules.

It is standard business practice for California local governments to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Manager and with the consent in writing of the Department Manager, General Manager, and General Counsel which is provided in Section 3 of the resolution.

It is also standard business practice for California local governments to authorize updates to the schedule without further action of the Board of Directors; this is provided in Section 4 of the resolution.

ALTERNATIVES: 1. Adopt Resolution 2024-07 with attached records retention schedules.

2. Do not adopt Resolution 2024-07 and maintain current policy from 2002 and retention schedule last updated in 2020.

3. Request changes to the resolution or retention schedule.

FISCAL/RESOURCE IMPACTS: The District may realize savings in labor and legal expenses associated with public records requests and records retention compliance.

RECOMMENDATION: Adopt Resolution 2024-07 with attached records retention schedules.

ATTACHMENTS:

- Resolution 2024-07 with Exhibit A: Draft Records Retention Schedule
- Resolution 2002-09, Record Retention Policy (to be considered for rescission)
- Retention Schedule (to be considered for rescission)

DATE PREPARED: March 25, 2024

RESOLUTION 2024-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS AND RESCINDING RECORDS RETENTION POLICY ADOPTED APRIL 30, 2002

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the Olympic Valley Public Service District; and

WHEREAS, the purpose of a records retention schedule is to provide for the identification, maintenance, safeguarding, and disposal of records in the normal course of business; to ensure prompt and accurate retrieval of record; and to ensure compliance with legal and regulatory requirements; and

WHEREAS, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the Agency; and

WHEREAS, Section 60201 of the Government Code of the State of California is amended effective January 1, 2005 to provide that Agency records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the Agency or public may be destroyed; and

WHEREAS, the Agency has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category;

WHEREAS, the Agency previously adopted Records Retention Policy and Schedule on April 30, 2002, and has been revised periodically, last updated March 21, 2020.

NOW, THEREFORE, BE IT RESOLVED that the following have been reviewed and approved by the District's Board of Directors.

Section 1. Records Retention Policy on April 30, 2002 is hereby rescinded.

Section 2. The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule Exhibit A will not adversely affect any interest of the District or the public.

Section 3. The records of the Olympic Valley Public Service District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, and with the approval of the Department Manager, General Manager and General Counsel, provided there is no type of Hold on destruction;

Section 4. With the consent of the Department Manager, General Manager and General Counsel, updates are hereby authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

Section 5. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 26th day of March, 2024 at a meeting of the Board of Directors of the Olympic Valley Public Service District by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

HOW TO USE RETENTION SCHEDULES

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See the **RECORDS RETENTION SCHEDULE LEGEND**, which explains the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS

The District-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the official (original) record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the District
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an official (original) record that has exceeded its retention period must be authorized according to District Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

Records No.: Provided for ease of use and accuracy.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

District Preference = Exceeds the mandated retention period

Vital? = Those records that are needed for basic operations in the event of a disaster (*If blank, these are not vital records.*)

Media Options (*guideline*) – the form of the record: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*): “S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
DISTRICT-WIDE								
Lead Dept. (managing the contract)	DW-001	<p>Agreements & Contracts - ADMINISTRATIVE RECORDS</p> <p>(RFP (Request for Proposal), Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.)</p> <p>Send to the Board Secretary ALL ORIGINAL Agreements & Contracts, Insurance Certificates, Amendments, Change Orders, Task Orders</p>	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death= Completion + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Association Records / External Committees, Task Forces, Associations, Commissions, & Boards: External Organizations (e.g. Association of California Water Agencies, etc.)	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-003	Bids, Unsuccessful / Proposals, Unsuccessful	2 years		Mag, Ppr			Department preference; GC §60201 et. seq.
Lead Dept.	DW-004	Clippings / Newspaper Clippings	When No Longer Required		Mag, Ppr			Non-records; GC §60201 et seq.
Lead Dept.	DW-006	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Ppr			GC §60200

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-007	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative, Chronological, e-mail, General Files, Letters, Memorandums, Reading File, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	Minimum 2 years					ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-008	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business Content NOT Substantive , or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required					Electronic and paper records are filed and retained based upon their CONTENT . E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business , or ARE made or retained for the purpose of preserving the informational content for future reference are saved electronically in the project folder to which they relate . If not mentioned here, consult the Attorney to determine if a record is considered transitory / preliminary draft. GC §§60201 7927.500, 7928.705; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-009	District Committees (not Board of Director or Safety Committees)	2 years					Department preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §7927.500, 7928.705
Lead Dept.	DW-011	Grants (SUCCESSFUL - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims)	After Funding Agency Audit, if required - Minimum 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.508(c), 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-012	Grants: UNSUCCESSFUL (Applications, Correspondence, etc.)	Minimum 2 years		Mag, Ppr			Department Preference; GC §60201
Human Resources	DW-013	Personnel Files - Department-level Copies	Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with District policy; Originals are maintained by Human Resources. Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Human Resources	DW-014	Personnel Files - Department-level Supervisor's Notes	When No Longer Required	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-015	Photographs, Videos (other than Board Meetings)	When No Longer Required		Mag, Ppr			Preliminary drafts (the document that the photograph is used in is the final); GC §60201
Lead Dept.	DW-016	Press Releases / Media Alerts	2 years		Mag, Ppr			Department preference; GC §60201
Lead Dept.	DW-017	Property File / Customer File: Application, Fire Plans, Meter Installations, Meter Size Approvals, Remodels, , etc.)	P	Yes: Until Paid	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Authoring Dept.	DW-018	Reference Materials: Policies, Procedures , Brochures, Handbooks, Manuals, Newsletters, Plans, etc. Produced by YOUR Department	Minimum Superseded + 2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-019	Reports and Studies - Historically Significant , Environmental, Scientific Studies, Annual Department Reports, etc.	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-020	Reports and Studies - NOT Historically Significant	10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	DW-021	Training Presented by District Staff - COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)
Lead Dept.	DW-022	Video Recordings - Routine Video Monitoring (building security or regular and ongoing operations of the District)	1 year		Mag			GC §§60201, 53160

RECORDS RETENTION SCHEDULE: ADMINISTRATION - GENERAL MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATION - GENERAL MANAGER								
Admin / General Manager	GM-001	Board of Directors Reports / Updates	Copies - When No Longer Required		Mag, Ppr			Retained in Board of Directors Agenda Packet; GC §60200
Admin / General Manager	GM-002	Legislative Platforms / Legislation	Copies - When No Longer Required		Mag, Ppr			Retained in Board of Directors Agenda Packet; GC §60200
Admin / General Manager	GM-003	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Ppr			GC §60201
Admin / General Manager	GM-004	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) . CalRecycle Annual Waste Diversion Report / Measure D annual report / Form 303 report (HHW report) / CalRecycle Used Oil report / CalRecycle Bottles & Cans report, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995.2; H&S §39730.7; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BOARD SECRETARY								
Board Secretary	SEC-001	Administrative Code (Codification / compilation of Ordinances or Resolutions)	When Superseded	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	The Ordinance or Resolution is the official / original record (the Administrative Code changes); The Ordinance or Resolution approving changes includes the code or policy changed, removed, or adopted. GC §60201
Board Secretary	SEC-002	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees (Ad-Hoc Subcommittees and Standing Subcommittees)	P	Yes: Before Meeting Date	Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Board Secretary	SEC-003	Agreements & Contracts (originals) - CUSTODIAL, LEASES, MAINTENANCE (where Errors & Omissions or Professional Liability Insurance is NOT applicable) Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders) Examples: Copier Leases, Custodial, Equipment Purchasing and Leases, Janitorial, Maintenance, Landscape Maintenance etc.	Completion + 5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Errors & Omissions is not applicable; CCP §§336(a), 337 et. seq., GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-004	<p>Agreements & Contracts (originals) - INFRASTRUCTURE / CAPITAL PROJECTS, JPAs, LOANS, MOUs, Water Supply and Conveyance</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of Infrastructure: Architects, buildings, bridges, development, property restrictions, reservoirs & reservoir maintenance, utilities, water infrastructure (water lines, water mains, pump stations, treatment facilities, etc.)</p>	P	Yes: Before Completion	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for emergency response; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Board Secretary	SEC-005	<p>Agreements & Contracts (originals) - PROFESSIONAL SERVICES, CONSULTING (where Errors & Omissions or Professional Liability Insurance required)</p> <p>Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)</p> <p>Examples of NON-Infrastructure: Attorney Services, Consultants, Franchises, Landscape Design and Installation, Personnel, Professional Services, Water purchasing agreements etc.</p>	Completion + 10 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Board Secretary	SEC-006	Annexations or Acquisitions	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-007	Board of Directors Policies	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Board Secretary	SEC-008	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Board Secretary	SEC-009	Chronological History of Board Members	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §60201
Board Secretary	SEC-010	Claims Against the District / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Board Secretary	SEC-011	District Formation, Boundaries, LAFCo Approvals (Fire, Sewer, Water Boundaries)	P		Mag, OD, Ppr	S / I	Yes: After QC & OD	Required for formal changes to the district approved by the Board only; GC §60201
Board Secretary	SEC-012	District-Wide Policies Procedures (those that apply to all employees)	Minimum of Superseded + 2 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-013	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Board Secretary	SEC-014	Ethics Training Certificates for all employees and Board of Directors; Harassment Prevention Training Certificates for Board of Directors	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	GC §§53235.2(b), 53237.2(b)
Board Secretary	SEC-015	FPPC 700 Series Forms (Statement of Economic Interests): PUBLIC OFFICIALS, DESIGNATED EMPLOYEES & CONSULTANTS (specified in the District's Conflict of Interest code)	4 years		Mag	S / I	Yes: After QC & OD	District maintains copies only; original statements are filed with the County and / or FPPC; GC §81009(f)&(g)

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-016	FPPC 400 Series Forms, and 501 Forms (Campaign Disclosure Forms: ALL)	4 years		Mag	S / I	Yes: After QC & OD	District maintains copies only; original statements are filed with the County and / or FPPC; GC §81009(f)&(g)
Board Secretary	SEC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
Board Secretary	SEC-018	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website for 4 years; GC §81009(e)
Board Secretary	SEC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	GC §81009(e); FPPC Regulation 18734(c)
Board Secretary	SEC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, OD, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18702.5; GC §60201;GC §81009(e)
Board Secretary	SEC-021	General Counsel (Attorney) Opinions	Minimum 2 years	Yes	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Board Secretary	SEC-023	LAFCO MSR (Municipal Service Reviews)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-024	Correspondence with LAFCO / LAFCO Elections- nominations/elections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Board Secretary	SEC-025	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, PC §832.5(b)
Board Secretary	SEC-026	Minutes: District Board of Directors	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Board Secretary	SEC-027	Notes: District Committees / Committee Notes	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-028	Notices: Affidavits of Postings and Publications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
Board Secretary	SEC-029	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Board Secretary	SEC-030	Ordinances	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-031	Public Records Act Requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-032	Recordings: Audio or Video Recordings of District Board meetings	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; Audio is required for 30 days; Video is required for 90 days; GC §§53161, 54953.5(b), 60201 et seq.
Board Secretary	SEC-033	Recordings: Audio Recordings of District Committee meetings (if created)	30 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 30 days for audio; GC §§54953.5(b), 60201 et seq.
Board Secretary	SEC-034	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Board Secretary	SEC-035	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-036	Resolutions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Board Secretary	SEC-037	Secretary of State Statement of Facts / Roster of Public Officials	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201 et. seq.

RECORDS RETENTION SCHEDULE: BOARD SECRETARY

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Board Secretary	SEC-038	Subpoenas or Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING								
Engineering	ENG-001	Bonds: Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permits, Monitoring Bonds	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Bonds posted by the contractor. Project Manager determines when contract conditions have been met, and then releases the bond; Security; GC §60201
Engineering	ENG-002	Capital Improvement Projects (CIP) - Administration File: Project Administration, Construction Photos, Cost of Construction, Field Inspection Reports / Inspection Diaries, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Engineering	ENG-003	Capital Improvement Projects (CIP) - Close-Out File: Preliminary Notices, Stop Work Notices, Temporary Permits, Project Calculations, SAMPs, SWPPP, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations is not applicable to these records; GC §60201
Engineering	ENG-004	Capital Improvement Projects (CIP) - Permanent File - Large Format Drawings Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department preference; for Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-005	Capital Improvement Projects (CIP) - Permanent File: Change Orders, Drillers Logs, Deeds, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; For disaster preparedness purposes; GC §60201 et seq.
Engineering	ENG-006	Capital Replacement Projects (CIP) - MAINTENANCE-ONLY PROJECTS (Painting, Slip Lining, Re-Roof, etc. - No change in Infrastructure Configuration) All Final Records (Plans, RFP / Specifications & Addenda, Successful Proposal, Change Orders, Notice of Completion, Photos, etc.)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for Errors & Omissions not applicable; Some grant funding agencies require audits; Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et. seq., GC §60201
Engineering	ENG-007	CEQA Documents: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) Correspondence and Staff Notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 180 days		Mag, Ppr			Department preference; Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Impprt M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-008	Encroachment Permits: Temporary (Banner Permit, Block Park, Excavation, Street Closure Permits, Street Cuts, Street & Sidewalk Repair, Streetlight Repair, Traffic Control, Transportation Permits, Utility Cuts (Installation & Patching), etc.) Includes Insurance Certificates	P	Yes: Until Completion	Mag, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-009	Engineering Studies and Reports / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports / Root Cause Analysis Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-010	Fire Flow Hydraulic Models / Theoretical Fire Flows	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering & Utilities	ENG-011	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Engineering	ENG-012	Geographic Information System (GIS) / Shape Files	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Engineering	ENG-013	Monitoring Well Logs / Water Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering	ENG-014	Plans, Reports, & Studies (Engineering)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	ENG-015	Private Development: Administrative Records Construction Inspections, Photos, Progress Meetings, Project Schedules, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §60201

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-016	Private Development: Permanent Records Abandonments, Certificate of Acceptance / Approval (copy), Dedications, Deeds (copies) Drainage, Driveway, Easements (copies), Geotechnical and Soil Reports / Hydrology Reports, Private Lab Verifications, Testing Lab Final Reports, Rights of Way (copies), Studies, Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §60201
Engineering	ENG-017	Record of Survey	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-018	Reservoirs / Steel Tanks - Dive Videos	15 years	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Engineering	ENG-019	Reservoirs / Steel Tanks - Major Assessments, Upgrades and Painting	P	Yes	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.
Engineering	ENG-020	Sanitary Surveys (Potable Water) / Sanitary Survey Inspection Reports and New Well Sanitary Surveys	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	22 CCR §64470 GC §60201
Engineering	ENG-021	Sewer Capacity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Engineering & Utilities	ENG-022	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201
Engineering	ENG-023	Site Surveys / Cross Connection / Site Plans for remodels / new construction, final inspection reports for remodels, backflow for new construction or remodels	P		Mag, Ppr			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)

RECORDS RETENTION SCHEDULE: ENGINEERING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-024	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering	ENG-025	Subdivision Maps / Parcel Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-026	Surveys, Record of Survey	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-027	Water Rights	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-028	Water Supply Assessments, Studies, Reports / Stream Studies and Flow / Water Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-029	Water System Variances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Engineering	ENG-030	Well Construction / Well History / Drilling Logs (including abandoned or destroyed wells)	P		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Department preference; GC §60201
Engineering	ENG-031	Will Serve Letters / Water Availability Letters and Requests	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE ADMINISTRATION								
Finance / Admin.	FIN-001	_Finance / Utility Billing Database (Springbrook)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Admin.	FIN-002	Actuarial Valuation Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-003	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-004	Audits - Working Papers	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Finance / Admin.	FIN-005	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-006	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Admin.	FIN-007	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Deceased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e); GC §§43900 et seq., 60201
Finance / Admin.	FIN-008	Budget Adjustments	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200

RECORDS RETENTION SCHEDULE: FINANCE

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Finance / Admin.	FIN-009	Budgets: Development, Drafts, etc.	When No Longer Required		Mag, Ppr			Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Finance / Admin.	FIN-010	Budgets: Final (Adopted)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Admin.	FIN-011	Check Registers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (a different version is presented to the Board of Directors), includes employee compensation or reimbursement; GC §60201 et seq.
Finance / Admin.	FIN-012	Developer Deposits / Trust Accounts (Deposits for Developer Projects)	Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §60201
Finance / Admin.	FIN-013	Financial Reports created by Financial Database: Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Batch Proofs, Trial Balance, (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (Financial database is the original, and can accurately re-run reports); GC §60201 et seq,
Finance / Admin.	FIN-014	Investments / LAIF Statements(Including Arbitrage)	5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-015	Journal Entries / Journal Vouchers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Admin.	FIN-016	State Controller's Report / Special Districts Financial Transactions Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ACCOUNTING								
Finance / Accounting	FIN-017	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-018	Accounts Payable Source Records (includes Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Purchase Orders, Travel Expense Reimbursements, Water Conservation Rebates, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; Published articles show 3 - 7 years; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-019	Accounts Receivable Source Records including Adjustments, Billings, Cash, Payments, Cash Receipts Damage to District Property / Insurance Payments, Leases, Sale of Surplus Property, etc.	5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets municipal government auditing standards; Published articles show 3 - 7 years; GC §60201
Finance / Accounting	FIN-020	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-021	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Finance / Accounting	FIN-022	Fixed Asset Retirements - Auction / Disposal / Sales / Surplused	Disposal of Asset + 2 years		Mag, Ppr			Department preference; GC §60201
Finance / Accounting	FIN-022.5	Meeting Room Rental Agreements	Completion + 2 years		Mag, Ppr			Department preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounting	FIN-023	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2)
Finance / Accounting	FIN-024	Prop. 218 Fees & Charges: Master Mailing List	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance / Accounting	FIN-025	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §60201
Finance / Accounting	FIN-026	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-026.5	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Accounting	FIN-027	Tax Returns (Sales Tax, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201
Finance / Accounting	FIN-028	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Ppr			Department Preference; GC §60201
Finance / Accounting	FIN-029	W-9's	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PAYROLL								
Finance / Payroll	FIN-030	DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; Published articles show permanent; ; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-031	Employee Payroll File	Separation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Finance / Payroll	FIN-032	Garnishments, Child Support, Court Orders regarding Employee Wages	Separation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Finance / Payroll	FIN-033	Payroll Checks (retained at bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12), CCP § 337
Finance / Payroll	FIN-034	Payroll Registers / Payroll Reports	When No Longer Required		Mag, Ppr			Draft / Preliminary documents (Financial database is the original, and can accurately re-run reports); GC §60201 et seq.
Finance / Payroll	FIN-035	PERS Reports, Actuarials, and Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(12)
Finance / Payroll	FIN-036	Timesheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Finance / Payroll	FIN-037	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)

RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / UTILITY BILLING / CUSTOMER SERVICE								
Finance / Utility Billing / Customer Service	FIN-038	_Finance / Utility Billing Database (Springbrook)	Indefinite - Minimum 7 years	Yes	Mag			Data is interrelated; Employee compensation and reimbursements are required for 7 years; GC §60201 et seq.
Finance / Utility Billing / Customer Service	FIN-039	Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Finance / Utility Billing / Customer Service	FIN-040	County Assessor Tax Roll Assignments / Collection Agency Assignments & Collections (Statements) / Write-Offs / Uncollectible Accounts	5 years	Yes: Until Paid	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Utility Billing / Customer Service	FIN-041	Customer Bankruptcies - ALL	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department preference (account is closed and notes indicate bankruptcy); GC §60201
Finance / Utility Billing / Customer Service	FIN-042	Customer File: Application, (original or copy of ... Fire Occupancy Inspections, Fire Sprinkler Permits, Meter Installations, Meter Size Approvals, Remodels, , etc.)	P	Yes: Until Paid	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference; GC §60201
Finance / Utility Billing / Customer Service	FIN-043	Hydrant Meters: Applications for Temporary Water Service, rules for Hydrant Meters for Construction Water Service	Expiration + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	District preference; GC §60201
Finance / Utility Billing / Customer Service	FIN-044	Payment Stubs (if not combined with Cash Register Backups)	When No Longer Required	Yes: While Active Issues	Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	District preference; GC §60201

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Utility Billing / Customer Service	FIN-045	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Utility Billing / Customer Service	FIN-046	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Utility Billing / Customer Service	FIN-047	Water Billing: Report of Annual Discontinuations of Residential Service	2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE ADMINISTRATION								
Fire / Admin.	FR-001	_Fire Incident Database (No Medical Transports nor Fire Inspections) - ESO	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; If e-PCRs are stored in this database, minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §60201 et seq.
Fire / Admin.	FR-002	Call Log / Summary Report / Station Log Books / Red Books	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Fire / Admin.	FR-003	Fire Investigations - Arson & Capital Crimes Only	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §60201 et seq.
Fire / Admin.	FR-004	Fire Investigations - OTHER Than Arson & Capital Crimes	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CFC §104.6.3; GC §60201 et seq.
Fire / Admin.	FR-005	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §60201
Fire / Admin.	FR-006	Monthly Statistical Reports / Run Statistics	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original); GC §60201 et seq.
Board Secretary	FR-007	Mutual Aid Agreements, Joint Power Authorities (Local and State)	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Board Secretary is OFR; GC §60201(c)(9)
Fire / Admin.	FR-008	Permits: Construction & Operational Fire Permits: High Piled Storage, Sprinkler Systems, etc.	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4; GC § 60201 et seq.

RECORDS RETENTION SCHEDULE - FIRE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Fire / Admin.	FR-009	Plan Approval: Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only) Placed in Property File / Customer File	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; CFC §§ 104.6 – 104.6.4, 105.2; GC § 60201 et seq.
Fire / Admin.	FR-010	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 60201 et seq.
Fire / Admin.	FR-011	Ride-A-Long Waivers	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Fire / Admin.	FR-012	Temporary Occupancy File / Temporary Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §104.6.1; GC §60201 et seq.

RECORDS RETENTION SCHEDULE - FIRE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-013	Fire Incident ePCR Database (Medical Transports)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated (e-PCRs for minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §60201 et seq.
Fire / EMS	FR-014	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §60201
Fire / EMS	FR-015	EMS Complaints	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §60201
Fire / EMS	FR-016	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)
Fire / EMS	FR-017	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical and non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database (ImageTrend)	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; minors are required until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §60201; H&S §§1797.98e 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 73543(a), 74731(a), 75055(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3

RECORDS RETENTION SCHEDULE - FIRE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FIRE MARSHAL / FIRE PREVENTION								
Fire / Fire Prevention	FR-018	_Fire Inspection Database (First Due)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §104.6.2; GC §60201 et seq.
Fire / Fire Prevention	FR-019	Defensible Space Inspections	Minimum 5 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
Fire / Fire Prevention	FR-020	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for the Life of the Structure or Activity, or Minimum 5 years whichever is longer for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §60201
Fire / Fire Prevention	FR-021	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

RECORDS RETENTION SCHEDULE - FIRE

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
OPERATIONS / SUPPRESSION								
Fire / Ops	FR-022	_Fire Operations Database (ERS / ESO)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer		Mag			Data is interrelated; CFC §104.6.2; GC §60201 et seq.
Fire / Ops	FR-023	Equipment Records & Testing	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201
Fire / Ops	FR-024	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Fire / Ops	FR-025	Vehicle History	Surplus + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §60201
TRAINING								
Fire / Training	FR-026	_Training Database (Vector Solutions / Target Solutions)	Indefinite - Separation + 5 years		Mag			Department preference; Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HUMAN RESOURCES								
Human Resources	HR-001	Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years		Mag, Ppr			Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-002	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 6 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S	No	Department preference to be consistent with District wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-003	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Ppr			Department Preference; GC §60201
Human Resources	HR-004	COVID-19 Notifications to Employees, Records of Vaccinations	3 years		Mag, Ppr			LC §6409.6(k), GC §60201
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separation		Mag, Ppr			District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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Human Resources	HR-007	Employee Investigations & Complaints	Separation + 6 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; State Law requires 4 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-008	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-009	Labor Relations / Negotiations (Notes)	Minimum 10 years		Mag, Ppr			Department preference; GC §60201
Human Resources	HR-010	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-011	Local Government Compensation Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Human Resources	HR-012	OSHA Log 300, 300 A, 301, 301A, etc.	5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-013	<p>Personnel Files - General File</p> <p>(Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Harassment Prevent Training Certificates for employees, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements W-4's etc. - Excludes Medical Records)</p>	Separation + 7 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference to match Payroll requirements; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5; 26 CFR §31.6001-1
Human Resources	HR-014	<p>Personnel Files - Medical File</p> <p>(Includes background checks, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests (Audiograms), miscellaneous medical records, pre-employment physicals, Pulmonary tests, respirator fit tests, Sharps Injury Logs, etc.</p>	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Lead Dept.	HR-015	Safety Committee Minutes	5 years		Mag, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: Solicited: Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-017	Unemployment Claims	Final Disposition + 5 years		Mag, Ppr			Department preference; GC §§12946, 12960, 60201
Human Resources	HR-018	Verification of Employment or Child Support (from Lenders or outside companies)	When No Longer Required		Mag, Ppr			Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201
Human Resources	HR-019	Volunteer / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 60201
Human Resources	HR-020	Volunteer / Unpaid Intern Applications & Agreements - Unsuccessful or Pending Applicants	3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 60201
Human Resources	HR-021	Workers Compensation Files ALL	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.
RISK MANAGEMENT								
Human Resources / Risk Manage.	HR-022	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Risk Manage.	HR-023	Workers Compensation Loss Runs	Minimum 5 years		Mag, Ppr			Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - All Disaster Recovery Computer Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Information Technology	IT-002	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Technology	IT-003	Software Licenses, Warrantees, Installation Media	When No Longer Required		Mag.			Department preference; GC §60201 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup), WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
UTILITIES / OPERATIONS								
Utilities / Operations	UT-001	SCADA Database (Sewer)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Operations	UT-002	Aboveground Storage Tanks - Diesel or Gasoline (Agency Owned) Inspections, Vapor Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Utilities / Operations	UT-003	Air Quality Management District (AQMD) Permits & Applications (Generators, Construct, Operate, etc.)	Expiration + 5 years		Mag, Ppr			40 CFR 70.6; GC §60201
Utilities / Operations	UT-004	Air Quality Management District (AQMD) Reports / Compliance Reports	5 years		Mag, Ppr			40 CFR 70.6; GC §60201
Utilities / Operations	UT-005	Backflow Testing / Cross Connection	3 years		Mag, Ppr			GC §60201; 17 CCR 7605(f)
Utilities / Operations	UT-006	Confined Space Entries / Lockout-Blockout / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		Ppr			Department preference; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Utilities / Operations	UT-007	Consumer Confidence Report - Annual Water Quality Report	P		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §60201
Utilities / Operations	UT-007.5	Elevator inspections	2 years		Ppr			GC §60201
Utilities / Operations	UT-007.6	Elevator operating certs	When Superseded		Ppr			GC §60201
Utilities / Operations	UT-008	Fire Hydrant Flushing, Valve Exercises, Maintenance	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-009	Fleet - Pre-Trip Inspections / Vehicle Safety Checks / Vehicle Inspections / Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201; 13 CCR 1234(c)
Utilities / Operations	UT-010	Fleet - Used Oil Disposal Manifests	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Utilities / Operations	UT-011	Fleet - Vehicle & Equipment History Files Maintenance, Brakes, Smog Certificates, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 13 CCR 1234(f); GC §60201
Utilities / Operations	UT-012	FOG (Fats, Oil & Grease) Inspections / Pretreatment Annual & Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Utilities / Operations	UT-013	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Utilities / Operations	UT-014	Hazardous Waste Manifests	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §60201
Utilities / Operations	UT-015	Lab Reports & Chains of Custody: Potable Water Bacteriological and Organics	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Utilities / Operations	UT-016	Lab Reports & Chains of Custody: Potable Water Chemical (Includes Chlorine Residuals)	Minimum 10 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-017	Lab Reports & Chains of Custody: Potable Water Lead & Copper	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Operations	UT-018	Lab Reports & Chains of Custody: Wastewater	Minimum 5 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference to be consistent with Bacteriological and Organics for Potable Water
Utilities / Operations	UT-019	Lab Reports & Chains of Custody: COMBINED Potable Water (Bacteriological and Organics, Chemical, Lead & Copper)	Minimum 12 years		Mag, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Only Lead & Copper is Required for 12 years or 2 compliance cycles; Chemical is 10 years, B 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91;
Utilities / Operations	UT-020	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et. seq.
Utilities / Operations	UT-021	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et. seq.
Utilities / Operations	UT-023	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Utilities / Operations	UT-024	Sewer - CCTV Videos of Sewer Lines	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-025	Sewer - Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §60201
Utilities / Operations	UT-026	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Operations	UT-027	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §60201
Utilities / Operations	UT-028	Standard Operating Procedures / SOPs	Superseded		Mag, Ppr			Department preference; GC §60201
Utilities / Operations	UT-029	State Reports (State Water Resources Control Board, etc.)	10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201
Utilities / Operations	UT-030	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), 60201
Utilities / Operations	UT-031	Water Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence)	5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Utilities / Operations	UT-032	Water Quality Monitoring Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Utilities / Operations	UT-033	Well Depth to Water Levels / Monthly Reports	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §60201 et seq.

RECORDS RETENTION SCHEDULE: UTILITIES / OPERATIONS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations	UT-034	Work Orders / Service Requests / Service Orders - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Utilities / Operations	UT-035	Work Orders / Service Requests / Service Orders - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Utilities / Operations	UT-036	Work Orders / Service Requests / Service Orders - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

RESOLUTION 02-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SQUAW VALLEY PUBLIC SERVICE DISTRICT
ADOPTING A DISTRICT RECORD RETENTION POLICY**

WHEREAS, the Squaw Valley Public Service District has implemented a project to catalogue, copy, and photograph all District records onto Microfilm; and,

WHEREAS, the storage of District records in their original form creates an ever-increasing space requirement for archival of documents; and,

WHEREAS, the District desires to reduce archival storage space requirements by destruction of documents no longer needed in their original form; and,

WHEREAS, the Record Retention Policy has been reviewed by the General Counsel to the California Special Districts Association and revisions suggested have been incorporated into the attached Policy; and,

WHEREAS, the Board of Directors and Staff desire to have guidelines set forth for the continued storage of vital documents and for the destruction of non-vital documents; and,

WHEREAS the District wishes to ensure compliance with legal and regulatory requirements regarding the retention and disposal of SVPSD records;

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of the District hereby adopts the attached Record Retention Policy.

PASSED AND ADOPTED this 30th day of April, 2002, at a Regular Meeting of the Board of Directors duly called and held at the Squaw Valley Fire Station Meeting Room by the following vote:

AYES: Directors Dale Cox, John Moberly, Michael Murphy, Eric Poulsen,
and John Wilcox

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:



Dale Cox, Board President
SQUAW VALLEY PUBLIC SERVICE DISTRICT

ATTEST:



Valerie Elder, Board Secretary

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
RECORD RETENTION POLICY
Adopted by Board of Directors on April 30, 2002**

PURPOSE

1. The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Squaw Valley Public Service District records, to provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business, to ensure prompt and accurate retrieval of records, and to ensure compliance with legal and regulatory requirements.

POLICY

1. Vital important records, regardless of recording media, are those having legal, financial, operational, or historical value, or of significance to the District.
2. The General Manager or Clerk of the Board is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers, and documents that meet the qualifications governing the retention and disposal of records, specified below.
3. Pursuant to the provisions of the California Government Code, Section 60200 through 60203 and the guidelines prepared by the State Controller's Office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Squaw Valley Public Service District:
 - a. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.
 - b. Original of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.
 - c. In no instances are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, et cetera.
4. Records, papers or documents that are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

- a. The record, paper or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in an electronic data processing system, recorded on optical disks, reproduced on film or any other media that is a trusted system and that does not permit additions, deletions, or changes to the original document; and,
 - b. The device used to reproduce the record, paper or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images; and,
 - c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.
5. All journals and ledgers shall be retained permanently. Any accounting record except the journals and ledgers which are more than five (5) years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- a. There is no continuing need for said record, i.e., long term transactions, special projects, pending litigation, et cetera; and,
 - b. There exists in a permanent file an audit report or reports covering the inclusive period with detail of the financial transactions which are the subject of the accounting record being destroyed; and that,
 - c. Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other state or Federal audit requirements; and that,
 - d. Said audit or audits contain the expression of an unqualified opinion.
6. Any accounting record created for a specific event or action may be destroyed upon authorization five (5) years after said event has in all respects terminated. Any source document detailed in a register, journal ledger, or statement may be authorized for destruction five (5) years from the end of the fiscal period to which it applies. The following may be destroyed at any time:
- a. Duplicated (original – subject to aforementioned requirements)
 - b. Rough drafts, notes or working papers (except audit)
 - c. Cards, listings, nonpermanent indexes, and other papers used for controlling work or transitory files.

7. All audited financial statements for each fiscal year will be retained as permanent records.
8. All payroll and personnel records shall be retained indefinitely. Originals may, upon authorization, be destroyed after life plus seven (7) years retention, provided said records have been microfilmed and qualify for destruction as stated in #3 above. Payroll and personnel records include the following:

ACCOUNTING:

- a. Time Cards.
- b. Earnings records and summaries.

PERSONNEL:

- a. Accident reports, injury claims and settlements.
- b. Medical histories.
- c. Injury frequency charts.
- d. Applications, changes, and terminations of employees.
- e. Insurance applications of employees.
- f. Classification specifications (job descriptions).
- g. Performance evaluation forms.
- h. Retirement records.
- i. Certificates and licenses.

9. All assessing records may upon authorization be destroyed after seven (7) years retention from lien date: however, these records may be destroyed three (3) years after the lien date when said records are microfilmed as provided for in #3 above.
10. Records of proceedings for the authorization of long-term debt, bonds, certificate of deposits, loans, et cetera, after issuance or execution, may be destroyed if microfilmed as provided for in #3 above.
11. Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon authorization, be destroyed if said minutes are microfilmed as provided for in #3 above. Recording tapes of Board meetings will be kept until approval of minutes, by motion by the Board of Directors, after which they may be destroyed.

12. Construction records, such as bids, correspondence, change orders, et cetera, shall not be kept in excess of ten (10) years from date of completion unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus ten (10) years. As built plans for any public facility or works shall be retained as long as said facility is in existence.
13. Contracts should be retained for life of contract plus ten (10) years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.
14. Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.
15. All insurance policies and fiduciary bonds shall be retained as permanent records.
16. Attached hereto and incorporated in the Record Retention Policy are APPENDIX "A" Definitions for Records Retention and Disposal Policy; APPENDIX "B" DOCUMENT DESCRIPTION – VITAL RECORDS RETENTION DISPOSAL SCHEDULE; and APPENDIX "C" DOCUMENT DESCRIPTION – NON-VITAL RECORDS RETENTION DISPOSAL SCHEDULE.

WORD/POLICIES/RECORD RETENTION
03/30/02/val

APPENDIX "A"

Definitions for Records Retention Policy

1. **AUTHORIZATION** Approval from the Clerk of the Board, as authorized by the District's Board of Directors.
2. **FILES/RECORDS** Includes documents related to one of the twelve areas listed below. For a more detailed description of each area, see Appendix B and C.

VITAL - ACCOUNTING

VITAL - BOARD OF DIRECTORS

VITAL - GENERAL

VITAL - MAINTENANCE

VITAL - OPERATIONS

VITAL - PERSONNEL

VITAL - PROJECTS

VITAL - PROPERTY

VITAL - PURCHASING

VITAL - WATER RIGHTS

NON-VITAL ITEMS RECEIVED BY THE DISTRICT

NON-VITAL ITEMS GENERATED BY THE DISTRICT

3. **LIFE** The inclusive or operational or valid dates of a document. Life shall mean life of a project, parcel, employment, ownership, policy or forms.
4. **RECORD** Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. **RECORDED COPY** A document duly recorded in the Office of the Recorder of Placer County, California.
6. **RECORDED SERIES** A group of records, generally filed together, and having the same reference and retention value.
7. **RECORDS CENTER** The site selected for storage of inactive records.
8. **RECORDS DISPOSAL** The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. **RECORDS RETENTION SCHEDULE** The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.

10. **RETENTION CODE** Abbreviation of retention action which appears on the retention schedule.

11. **VITAL RECORDS/FILES** Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The history of the legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records minimum retention times are mandated by government regulations.

Vital records include, but are not limited to, descriptions found in Appendix B.

12. **NON-VITAL RECORDS/FILES** Records which, because of contents, are important to and/or requested by staff, for one or all of the following reasons:

- a. The efficient continuation of operations;
- b. The history of operations.

Non-vital record retention times are recommended by the District and approved by the Board.

Non-vital records include, but are not limited to, descriptions found in Appendix "C."

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
ACCOUNTING RECORDS (ALL DEPARTMENTS)				
Aging Analysis	2	-	No	Yes
Accounts Receivable (Time & Materials)	2	3	Yes	Yes
Accounts Receivable (District Billings)	2	3	Yes	Yes
Audits	Perm.*	-	Yes	No
Balance Sheet	2	-	Yes	Yes
Bank Deposit	2	3	Yes	Yes
Bank Statements	5	3	Yes	Yes
Budgeted Cash Receipts & Disbursements	3	-	Yes	Yes
Budgets	5	-	Yes	Yes
Capital Asset records	2	3	Yes	Yes
Check Copy (With Backup)	2	3	Yes	Yes
Cost accounting Records	3	-	Yes	Yes
Depreciation Schedules	2	3	Yes	Yes
Journal Vouchers	3	7	Yes	Yes
Journals and Ledgers	Perm.*	-	Yes	No
Loans & Grants (After Completion)	3	4	Yes	Yes
Meter Reader's Books	4	3	Yes	Yes
Payroll				
Authorizations, misc.	Life + 3* (Min. 7)	OK*	Yes	Yes
Earnings Records	Life + 3* (Min. 7)	OK*	Yes	Yes
EEOC Form 4	Life* (Min. 7)	OK*	Yes	Yes
Garnishments	Life + 2* (Min. 7)	OK*	Yes	Yes
Time Cards	Life + 3* (Min. 7)	OK*	Yes	Yes
Purchase Orders (Retained Copy)	2	3	No	Yes
Registers				
Cash Receipts	2	5	Yes	No
Security Deposit	2	3	Yes	Yes
Payroll Registers	2	-	Yes	Yes
Checks/Vouchers	5	-	Yes	Yes
Trial Balance (General Ledger)	2	5	Yes	Yes
BOARD OF DIRECTORS				
Agendas	Indef.*	-	Yes	No
Board Packages	Indef.*	-	Yes	No
Campaign Statements	7	-	Yes	Yes
Conflict of Interest Statements	5	5	Yes	Yes
Elections	5	5	Yes	Yes
Minutes of Board Meetings	Indef.*	-	Yes	No
Ordinances	Life*	-	Yes	No
Resolutions	Life*	-	Yes	No
GENERAL (ALL DEPARTMENTS)				
Annexations & Detachments	Indef.*	-	Yes	No
As-Built Drawings	Life + 10*	-	Yes	Yes
Contracts/Agreements	Life*	10	Yes	Yes
Correspondence In Chron Files	3	5	No	Yes
Customer Files	Indef.*	-	Yes	No
Encroachment Permits (By Others)	Life*	-	Yes	Yes
Environmental	3	2	Yes	Yes
Equipment (Office)	Life*	-	-	-
Facility Correspondence	3	5	Yes	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Insurance and Fiduciary Bonds (District)	Perm.*	-	Yes	No
Legal				
Notices	5	-	Yes	Yes
Suits and Claims	Life + 2*	-	Yes	Yes
Legal Opinions	10	-	Yes	Yes
Legislation (Special for the District)	Life*	-	Yes	Yes
Licenses & Permits to Operate	Life*	-	No	No
Maps (District)	Life*	-	No	No
Master Plans	10	10	Yes	Yes
Minutes of Commission Meetings	Indef.*	-	Yes	No
Newsletters	10	-	Yes	Yes
News Releases	5	-	-	Yes
Parcels Files (APN Files)	Life*	-	Yes	No
Bankruptcies	Life*	-	Yes	No
Liens	Life*	-	Yes	No
Policies	Life*	-	Yes	No
Policy Statements	Life*	-	Yes	No
Reports & Studies	5	5	Yes	Yes
Reports, Committees	2	2	No	Yes
Reports, Staff	3	2	No	Yes
Restricted Materials Permits	Life*	-	Yes	Yes
Water Availability	3	2	No	Yes
MAINTENANCE RECORDS (ALL DEPARTMENTS)				
Construction Photos/Slides/Videos	5	5	Yes	Yes
Construction Work Orders	3	-	Yes	Yes
Daily Work Reports	2	8	No	Yes
Equipment Certificates OSHA	Life*	-	No	Yes
Underground Service Alert Notices	1	-	No	Yes
Work Requests by Facility	2	5	No	Yes
OPERATIONS RECORDS (ALL DEPARTMENTS)				
Annual Report to State Health (Domestic)	10	-	Yes	Yes
Chemical Analysis Reports	10	-	Yes	Yes
Customer Complaints	5	-	No	Yes
Sanitary Surveys	10	-	No	Yes
PERSONNEL (ALL DEPARTMENTS)				
Accident Reports, Injury Claims & Settlements	Life + 5* (Min. 7)	OK*	Yes	Yes
Applications & Test Scores (Unhired)	2	-	No	Yes
Deferred Comp. Annual Summary	2	-	Yes	Yes
DMV Reports	Life* (Min. 7)	OK*	Yes	Yes
Fidelity Bonds	Life + 1*	3	Yes	Yes
Job Descriptions (Obsolete & Current)	Life* (Min. 7)	OK*	Yes	Yes
Job Postings	3	-	No	Yes
Job Procedures	Life* (Min. 7)	OK*	Yes	Yes
Job Recruitment Packets	3	-	No	Yes
MOUs	Life*	-	Yes	Yes
Personal Employee File	Life + 5* (Min. 7)	OK*	Yes	Yes
Compensation Adjustments	Life + 5* (Min. 7)	OK*	Yes	Yes
District Regulations Acknowledgment	Life + 5* (Min. 7)	OK*	Yes	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Education – Certificates/Training Records	Life +5*	-	Yes	Yes
Employee Orientation Check Sheet	Life +5* (Min. 7)	OK*	Yes	Yes
Employment Application, Offer of Employment, Termination	Life + 5* (Min. 7)	OK*	Yes	Yes
Employment Tests & Scores (Hired)	Life +5* (Min. 7)	OK*	Yes	Yes
Immigration Act Affidavits	Life +5* (Min. 7)	OK*	Yes	Yes
Insurance Applications	Life +5* (Min. 7)	OK*	Yes	Yes
Letters of Commendation	Life +5* (Min. 7)	OK*	Yes	Yes
Performance Evaluations & Disciplines	Life +5* (Min. 7)	OK*	Yes	Yes
Physical Exam Results	Life +5* (Min. 7)	OK*	Yes	Yes
Retirement/Pension Information	Life* (Min. 7)	OK*	Yes	Yes
Special Recognitions	Life* (Min. 7)	OK*	Yes	Yes
Verification of Employment	Life* (Min. 7)	OK*	Yes	Yes
Safety (Newsletters/Publications to Employee)	3	-	-	-
PROJECTS (ENGINEERING AND GENERAL)				
Bids & Proposals (Unaccepted) (Gov. Code 60202)	2	-	No	Yes
Facility Improvements Plans	Life*	10	Yes	Yes
Project File	Life*	10	Yes	Yes
Bids & Proposals (Accepted) Grants or Guarantees	Life*	10	Yes	Yes
Bids & Proposals (Accepted) No Grants/Guarantees	Life*	10	Yes	Yes
Bid Spreadsheet	Life*	10	Yes	Yes
Construction Inspections, If Re: Project	Life*	10	Yes	Yes
Construction Photos/Slides/Videos	Life*	10	Yes	Yes
Contract	Life*	10	Yes	Yes
Contract Change Order	Life*	10	Yes	Yes
Contract Drawings	Life*	10	Yes	Yes
Contract Insurance	Life*	10	Yes	Yes
Feasibility Studies Place, If RE: Project	Life*	10	Yes	Yes
Permits	Life*	10	Yes	Yes
Specifications	Life*	10	Yes	Yes
PROPERTY				
Abstracts of Title/Prel. Title Reports/Litigation Guarantees	2	-	Yes	Yes
Acquisitions	Life*	-	Yes	No
Deeds	Life*	-	Yes	No
Encroachments	Life*	-	Yes	Yes
Rights of Way & Easements	Life*	-	Yes	No
PURCHASING RECORDS (ALL DEPARTMENTS)				
Agreements (Maintenance)	Life + 1*	2	No	Yes
Bids & Quotes	3	2	No	Yes
Correspondence	3	-	No	Yes
Disposal of Scrap Materials	2	5	No	Yes
Disposal of Surplus/Excess property	2	5	No	Yes
Inventory (Cards & Tags)	2	-	No	Yes
Inventory (Computer Printouts)	2	5	No	Yes
Purchase Orders (With Backup)	3	5	No	Yes
Requisitions	2	5	No	Yes
State Surplus Acquisition	2	5	No	Yes

APPENDIX "B" DOCUMENT DESCRIPTION - VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
WATER RIGHTS				
Correspondence	3	-	No	Yes
District	Life*	Indef.*	Yes	No
Individual	Life*	Indef.*	Yes	No
Progress Report by Permittee	3	-	Yes	Yes
Protests	5	-	No	Yes
Report of Licensee	7	-	Yes	Yes
Water Rights Study	Life*	-	Yes	Yes

* RETENTION CODES:

Indef. - Indefinite

Life - Life of project, parcel, employment, ownership, policy, or forms.

Life + - Life of project, parcel, or employment plus the number of years indicated.

OK - May be transferred to "Archive Room" for storage, but must be kept for minimum of 7 years.

Perm. - Permanent

APPENDIX "C" DOCUMENT DESCRIPTION - NON-VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
ITEMS RECEIVED BY DISTRICT				
Agendas	Current Year +1	-	No	Yes
Bulletins	2	-	No	Yes
Correspondence	2	-	No	Yes
Demographic Information	2	-	No	Yes
Forms (Original, Standard, & Sample Documents)	Life*	-	Yes	Yes
Historical Information (Formation)	5	5	Yes	Yes
Injunctions	2	-	No	Yes
Legislation (Acts, Bills, Amendments)	5	-	No	Yes
Memos	2	-	No	Yes
Minutes	Current Year +1	-	No	Yes
Newsletters	2	-	No	Yes
Permits	5	-	No	Yes
Plans	2	-	No	Yes
Policies	1	-	No	Yes
Policy Statements	1	-	No	Yes
Procedures	1	-	No	Yes
Programs	2	-	No	Yes
Projects	2	-	No	Yes
Proposals	2	-	No	Yes
Publications	2	-	No	Yes
Rate/Billings	2	-	No	Yes
Receipts/TTSA	7	Send to T-TSA After 7 Years		
Records	2	-	No	Yes
Regulations	2	-	No	Yes
Reports	2	-	No	Yes
Studies	5	5	No	Yes
Summaries	2	2	No	Yes
ITEMS GENERATED BY DISTRICT				
Correspondence (Excluding Chron Files)	5	-	No	Yes
Demographic Information	2	-	No	Yes
Forms (Original, Standard, & Sample Documents)	Life*	-	No	Yes
Goals	5	-	No	Yes
Injunctions	2	-	No	Yes
Memos	2	-	No	Yes
Plans	2	-	No	Yes

APPENDIX "C" DOCUMENT DESCRIPTION - NON-VITAL
RECORDS RETENTION SCHEDULE

RECORD DESCRIPTION	Years Record+ Retained		After Retention Period	
	Office	Archive Room	Micro Storage	Destroy Original
Programs	2	-	No	Yes
Publications	2	3	No	Yes
Reports	5	5	Yes	Yes
Sewer/Water Connection Reports (Front Desk Book)	5	-	No	Yes
Sewer/Water Connection Final Inspection Report	5	-	No	Yes
Studies	5	5	Yes	Yes

- *
 Indef. - Indefinite
 Life - Life of project, parcel, employment, ownership, policy, or forms.
 Life + - Life of project, parcel, or employment plus the number of years indicated.
 OK - May be transferred to "Record Center" for storage, but must be kept for minimum of 7 years.
 Perm. - Permanent

NT1/Company/Projects/Archive/Retention Policy/Appenxdix C

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ADMINISTRATION							
ACCOUNTING/FINANCIAL/PURCHASING							
Admin	Appropriations Limit Guidelines	P	P	P	Y	N	Do Not Archive
Admin	Assessment & General Tax Information (1996)	S	5	S+5	N	N	GC 60201 et seq;
Admin	Assessment Districts	P		P	Y	N	GC 60201 et seq;
Admin	Asset Replacement Program (2006)	CY	P	P	Y	N	GC 60201(B)(2) applies to entire schedule
Admin	Asset Replacement Program (1995-2005)		P	P	Y	N	GC 60201 et seq;
Admin	Asset Replacement Program Bids (2005)	CY	2	3	N	Y	GC 60201 et seq;
Admin	Audit Reports DO NOT EVER DESTROY	P		P	Y	N	GC 60201 et seq. ('07-08 archived)
Admin	Audit RFP Services (1988)	DR		DR	N	Y	
Admin	Auditor RFP (2010)	CY	5	6	Y	Y	
Acctng	Bank Statements	AU	6	AU+6			26 CFR 1.6001-1
Acctng	Bond Information	CY	1	2	Y	Y	" GC 60201 et seq; CCP 337.5
	Bond Account Statements	CL	10	CL10	Y	Y	" GC 43900; 60201 et seq; CCP 337.5
Admin	Budget, District	CY	P	P	Y	N	GC 53901; 60201 et seq;
Admin	CA Budget Legislation (1993-95)	DR		DR	N	Y	GC 60201 et seq; D 02-03-12
Admin	Correspondence, Accounting	2	5	10	N	Y	GC 60201 et seq; new file each year
Admin	Correspondence, Accounting (1997-2008)		5	10	N	Y	GC 60201 et seq; D-02-03-12
Admin	Customer Files	P	P	P	Y	N	CONFIDENTIAL RECORDS
Admin	District Property Loan	P		P	Y	N	GC 60201 et seq;
Admin	Financial Consultants	CY	2	3	N	Y	GC 60201 et seq;
Admin	Financial Svc/Planning (2000)		2	2	N	N	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Sewer		P	P	Y	Y	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Water		P	P	Y	Y	GC 60201 et seq;
Admin	Gov't Code 66000 Reports-Water (1985-97)	P	P	P	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Investment Policy	S	7	7	Y	N	GC 60201 et seq;
Admin	Long-Range Planning	5	2	7	N	Y	GC 60201 et seq;
Account Payables	Payables	AU	6	AU+6		Y	GC 60201 et seq; (invoices, checks, registers)
Admin	Proceeds of Taxes Limitations (1999)	P	4	P	Y	Y	CA Constitution Article XIII
Admin	Proceeds of Taxes Limitations Ballot Measure (1988-1990)	P	P	P	Y	Y	CA Constitution Article XIII D02-03-12
Admin	Proposition 1A Securitization Program	P		P	Y	N	GC 60201 et seq
Admin	Proposition 218 Information						See Legal/Legislative
Ea Dept	Purchase Orders and Back-up Documents	AU	6	AU+6			CCP 337; GC 60201 et seq;
Acctng	Reports: Annual Financial Audit	P	P		Y	N	GC 60201 et seq; OMB A-128

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Reports, cont'd: Deferred Compensation Federal and State Tax Investment Transactions Labor Distribution Meter Reading County Controller State Controller						29 CFR 1627.3(2) 29 USC 436; 26 CFR 31.6001.1-4 GC 60201 et seq; 53607; CCP 337 GC 60201 et seq; " " "
Admin	Rate Structure Commercial & Residential (1992)	S	5	S+5	N	Y	Also see Water Rate/Conservation Com
Admin	Rate Structure Surveys (Black & Veach) (1997)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Tax Rate State Loan (Truckee River & SV Interceptor Lines)	CL	10	11	Y	Y	D 02-03-12
Admin	Water Refunding Pool	CL	10	11	Y	Y	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ASSOCIATIONS, CIVIC GROUPS							
Admin	American Water Works Association	3	2	5	N	Y	GC 60201 et seq;
Admin	Area Managers' Meetings (T-TSA)	DR		DR	N	Y	GC 60201 et seq;
Admin	CA Association of Employers		2		N	Y	GC 60201 et seq;
Admin	CA Rural Water Assn	L	4	L+4	N	Y	GC 60201 et seq;
Admin	CA Special District Assn (CSDA) (2008)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Gold Country Chapter	L	5	L+5	N	Y	GC 60201 et seq. (agn/mins keep 1 year)
Admin	CSDA (1994-2007)						GC 60201 et seq; D 02-03-12
Admin	CSDA Placer County Chapter Corres (2007)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Placer County Chapter (1994-2006)	L	5	L+5	N	Y	GC 60201 et seq;
Admin	CSDA Placer County Chapter Agendas & Mins	1	1	2	N	Y	GC 60201 et seq;
Admin	Friends of Squaw Creek	2	2	4	N	Y	GC 60201 et seq;
Admin	Friends of Squaw Creek (2002-05)		2	4	N	Y	GC 60201 et seq; D 04-03-12
Admin	NLTRA TOT Funds	DR	-	DR	N	Y	GC 60201 et seq;
Admin	CA Water Environment Assn (formerly CA Water Pollution Control Characterization Report						See Grant: SV Groundwater Mgmt Program Implementation
Admin	Squaw Valley Business Community Association	C	2	C+2	N	Y	GC 60201 et seq;
Admin	SV Institute	3	2	5	N	Y	GC 60201 et seq;
Admin	SV Municipal Advisory Council	3	2	52	N	Y	GC 60201 et seq;
Admin	SV Property Owner's Association	3	2	5	N	Y	GC 60201 et seq;
Admin	Tahoe Truckee Regional Economic Coalition	DR		DR	N	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

ELECTION INFORMATION							
Admin	Applications for Board, Committees	L	5	L+5	Y	N	GC 40801 (selected; CY+2 if not selected)
	CA, State of, Election Division Correspondence	4	3	7	Y	Y	GC 81009(e)(g)
	CA, State of, Fair Political Practices Commission (FPPC) (Forms 470, 700)	P	P	P	Y	N	GC 81009(e)(g)
	CA, State of, FPPC/Placer Co. Correspondence	5	5	10	Y	Y	
	CA, State of, Sec of State, Statement of Facts	L	7	L+7	Y	Y	
	Election Information, General	D/R		D/R	Y	Y	
	Oath of Office	P	P	P	Y	N	29 USC 1113; Filed in FPPC filings folder for each person
	Placer County Registered Voter List	S	-	S	N	Y	EC 17300
	Placer County Clerk/Election (1992-07)(2 files)	D/R	1		Y	Y	EC 17300

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GENERAL							
Admin	Address Changes, New Addresses	P	P	P	Y	N	Filed in customer files
Admin	Affordable Housing Priority Resolution	S	P	P	Y	N	GC 60201 et seq;
Admin	Alpine Springs County Water District	2	2	4	Y	Y	GC 60201 et seq;
Admin	Alternative Water Supply Project						See Grants: PCWA
Admin	Americans with Disabilities Act	S			N	Y	GC 60201 et seq;
Admin	Aquifer Storage & Recovery Geophysical Evaluation (ASR) (2006)	L	10	L+10	Y	Y	GC 60201 et seq; Rejected bids D 4-3-12
Admin	ASR Project Files (2004-2007)	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Aquifer Testing Reports, Kleinfelder (1998)	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Archive Project						See Records Retention in library
Admin	Automated Meter Readings	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Backflow Prevention	L	10	L+10	Y	Y	GC 60201 et seq;
Admin	Badger Meters						See Automated Meter Reading
Admin	Bike Trail Snow Removal Project	L	10	L+10	Y	Y	GC 60201 et seq.
Admin	Blanket Encroachment Permits						See Placer County
Admin	Board of Directors General Corres & Info						See Legal/Legislative
Admin	Board of Directors Publicity/Historical Info						See Legal/Legislative
Admin	Boundary Maps/Annexations						See Legal/Legislative
Admin	Cafeteria Plan						See Policies: Flexible Benefit Plan
Admin	CA Conservation Corps		10		Y	Y	GC 60201 et seq;
Admin	CA Constitution Revision Commission (1996)		10		Y	Y	GC 60201 et seq;
Admin	CA Employer Advisor Bulletins CA Employer EDD Bulletins						Give to Human Resources "
Admin	California, State of						See Governmental Entities
Project File	Certificates of Completion	P	P	P	Y	Y	GC 60201 et seq;
Admin	Class Action Settlements						
Admin	Cleaners (Office & Meeting Room)	DR	-	DR	N	Y	"
All Depts.	Code Books						See Legal/Legislative
Admin	Conflict of Interest Code, District	S	P	P	Y	Y	GC 60201 et seq;
Admin	Connection Fees, Water (Plant Availability Charge) Ad Hoc Committee	3	2	5	Y	Y	Reports may be destroyed after Board receives & approves them
Admin	Consultants, General	3	-	3	N	Y	GC 60201 et seq;
Admin	Consultants, Engineering Services	3	-	3	N	Y	GC 60201 et seq;
	Contracts & Security Bonds						See Legal/Legislative
Operations	Contract Copies	2	-	2	N	Y	Copy to Project Files; originals to Bd Sec
Admin	Correspondence: Chron Files 2003-08 Chron Files	CY	2	CY+2	N N	Y Y	D 04-03-12 GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Customer Files	P	-	Y	P	N	"
	Subject Files (aka Orange Files)	5	5	10	N	Y	"
	Project Files	L	10	L+10	Y	N	"
Admin	County Water Authority Act	L	10	L+10	Y	Y	"
Admin	Creek-Aquifer Interaction Study	5	5	10	Y	Y	"
Admin	Customer Complaints are filed in Customer Files						Operations keeps copy for follow-up tests
Admin	Disaster Response Plan	S	2	S+2	Y	N	GC 60201 et seq;
Admin	District Purpose Statement	S	P	P	Y	N	GC 60201 et seq;
Admin	Drug & Alcohol Testing Program	S	P	P	Y	N	GC 60201 et seq;
Admin	Easement Abatement Project	DR	-	DR	Y	N	GC 60201 et seq;
Admin	Easements: Licenses & Permits	P	-	P	Y	N	GC 60201 et seq;
Admin	Easements: Poulsen/SV View SAD 2 (1979)	P	-	P	Y	N	GC 60201 et seq;
Admin	E Booster Pump Station Electrical Retrofit Project	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Employee Appreciation Dinner	DR	-	DR	N	Y	GC 60201 et seq;
Admin	Employee Housing Ad Hoc Committee	P	-	P	Y	N	Reports may be destroyed after Board receives & approves them
Admin	Employee Phone List	S	-	S	N	N	Shred old list when list is updated
Admin	Engineering Services: Converse Inspections	L	10	L+10	Y	N	
Admin	Engineering Services: District Engineer: ECO:LOGIC Engineering	S	10	S+10	Y	Y	GC 60201 et seq;
Admin	Equipment: Alarm System (305 SV Rd) Assistive Hearing Back-Up Generators, Correspondence Back-Up Generators (305 SV Rd) Back-Up Generators (1810 SV Rd) Back-Up Generators (Wells) Cell Phones Computer Printers Computer Network System Computer System (Individual Work Stations) Computer Systems: Hansen Computer Systems: Springbrook Dictation Digital Recorder Elevator Contract (305 SV Rd) Elevator Contract (1810 SV Rd) Fax Machines Fire Dept General	UD	-	UD	N	Y	GC 60201 et seq;
		UD		UD	N	N	Licenses are permanent Licenses are permanent GC 60201 et seq;
		UD		UD	N	N	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Furnace (1810 SV Rd) GPS Project Maintenance Dept General Metroscan Minolta Copier Office Furniture Office General Pager System Plotter Printer Postage Meter/Scale Propane Purchased & Sold See Surplus Property Radios Ricoh Copier Sewer Camera, Lateral Sewer Camera System Sewer Cleaner Jet Rodder Stihl Chain Saw Telemetry/SCADA Project, Phase I (2002-03) Telemetry/SCADA Project, Phase I (2001) Telemetry/SCADA Project, Phase II (2003) Telephone/Mobile Verizon Telephone/Voice Mail Partner System Telephone/Voice Mail Toshiba System Transient Voltage Surge Suppression Typewriters Xerox Copy Machine (Fire Dept)	UD		UD	N	N	
Admin	Equipment: Maintenance Agreements (1986-88)	UD	-	UD	N	Y	GC 60201 et seq; D 04-03-12
Admin	Ethics Code of Conduct (District)	S	-	P	Y	N	GC 60201 et seq;
Admin	Ethics Training See CA State of, Ethics Training						State requirement
Admin	Fire Hydrant Meter Use Permits						
Admin	Flood Plain Information	S	P	P	Y	N	GC 60201 et seq;
Admin	Fuel Certificates & Permits	P	-	P	Y	N	GC 60201 et seq;
Admin	Fuel Tanks (1986)	UD	-	UD	Y	N	GC 60201 et seq;
Admin	Garbage: Ad Hoc Committee	3	2	P	Y	N	GC 60201 et seq;
Admin	Tahoe Truckee Sierra Disposal :	3	2	5	Y	Y	GC 60201 et seq;
	Correspondence	3	2	5	Y	Y	
	Contracts (2004)	L	10	L+10	Y	Y	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Garbage: Tahoe Truckee Sierra Disposal (98-03)	3	2	5	N	Y	D 02-03-12
Admin	Government: Miscellaneous Agency Corres Grants	2	-	2	N	N	GC 60201 et seq; See Grant Section
Admin	Groundwater Mgmt Act AB 3030						See OV Groundwater Mgmt Plan
Admin	Groundwater Protection Plan	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Simulations	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Source Water Assessments	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study (1998)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study (1997)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Groundwater Study Proposals Submitted (1997)	2	3	5	N	Y	GC 60202
Admin	Hartford Insurance Co.	S	-	P	Y	Y	Deferred Comp Program
Admin	Hazardous Materials						See Fire & Operations
Admin	Heat Pump Information	DR	-	DR	N	N	GC 60201 et seq; D 02-03-12
Admin	Identity Theft Program/Red Flag Rule	S	P	P	Y	N	GC 60201 et seq;
Admin	Incorporation: North Lake Tahoe						
Admin	I&I (Inflow & Infiltration)						See Sewer
Admin	Injury & Illness Prevention Program (SB 98)	P	P	P	Y	N	GC 60201 et seq;
Admin	Insurance						See Risk Management
Admin	Integrated Regional Water Management Plan, Tahoe Sierra Group (IRWMP)	DR	-	DR	Y	Y	GC 60201 et seq.
Admin	Interest Based Negotiations Seminar 2000						D 04-03-12
Admin	Internet Domain Registration	S	2	S+2	N	N	GC 60201 et seq;
Admin	Investment Policy						See Accounting
Admin	KSL Water Investigation	S	2	S+2	Y	Y	GC 60201 et seq.
Admin	Leak Rate Committee	P		P	Y	N	GC 60201 et seq.
Admin	Magazines & Journals						Read and toss
Admin	Mandated Costs						See CA, State, Local Government Guide
Admin	Maps (Plat/Subdivision Maps)	P	-	P	N	N	GC 60201 et seq.; See Map Cabinet
Admin	Mapping of District Systems	P	-	P	N	N	GC 60201 et seq;
Admin	Martis Valley Groundwater Management Plan	L	10	L+10	Y	N	GC 60201 et seq.
Admin	Meeting Room Rental Agreements Reservation Book	2	2	4	N	Y	GC 60201 et seq; Keep 1 year only
Admin	Metroscan						See Equipment
Admin	MTBE	L	-	DR	Y	Y	GC 60201 et seq;
Admin	Municipal Finance Report						File with CPA Bulletins in Controller's Office
Admin/Fire	Mutual Aid						See Disaster Plan (Operations) and Basin Fire Chiefs Mutual Aid Agrmnt

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	News Releases, Newsletters, Brochures: District Others	S 2	5	S+5 2	N N	Y Y	Filed in binder in library-historical value GC 60201 et seq;
Admin	N Lake Tahoe Resort Assn. Tourism Development Plan		DR	DR	N	N	
Admin	Office Improvements (1810)	P		P	Y	N	"
Admin	OV Groundwater Management Plan CASGEM Program, see CA, State of, DWR	P	-	P	Y	Y*	Do not destroy agendas/minutes
Admin	OV GMP Advisory Committee OV GMP Implementation Committee	P	-	P	Y	Y	Do not destroy agendas/minutes or written material going to the governing body
Admin	Ordinances	P		P	Y	N	GC 40801; See Board Secretary
Admin	OSHA Illness & Injury Survey						See Office Supervisor
Admin	Paving Contracts	CL	5	CL+5	N	N	GC 60201 et seq;
Admin	Permits and Plans	P		P	Y	N	GC 4003-04, 34909(a), 60201(B)(2); H&S 19850
Admin	Placer County						See Governmental Entities
Admin	Plant Availability Charges						See Accounting, Gov't Code 66000
Admin	POLICIES (Policy & Correspondence in each folder): Administrative Leave Adoption/Amendment of Policies Board Meeting Agenda Board Meetings Cellular Telephone Usage Claims Against the District Compensatory Time Off Computer Security Conflict of Interest Copying Public Documents Credit Card Usage Directors' Code of Ethics Disposal of Surplus Property Donation of Paid Time Off Drug, Alcohol & Substance Abuse Easement Abandonment Easement Acceptance Educational Incentive Plan Emergency Preparedness Employee Longevity Recognition	S	5	S+5	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Employment of Outside Contractors Environmental Review Guidelines Ergonomics Ethics Training Executive Officer Expense Reimbursement & Use of Public Funds Flexible Benefit Plan Guidelines of Accepting and Providing, Gifts , Entertainment & Services Harassment HIPAA Compliance Internet, E-Mail & Electronics Communication Ethics, Usage and Security Investment Policy Military Duty Office Hours (Fire) On-Call Duty Overtime Payments Petitions at District Office Public Complaints Public Contributions Purchasing Policies, Procedures & Contracting Regulations Purpose of District Policies Release of Paychecks Release of Public Records Salary Increase Procedure Uniforms Vehicle Cost Reimbursement Will Serve Policies 1975-77 Will Serve Policies Commercial 1979 Will Serve Policies Developers 1978						
Admin	LAFCO						D 02-03-12 D 02-03-12 D 02-03-12
Admin	LAIF (Local Agency Investment Fund)						See Gov't Entities, Placer County
Admin	LAIF (Local Agency Investment Fund)						See Controller
Admin	Paving Contracts, Miscellaneous	T	5	T+5	N	Y	GC 60201 et seq
Admin	Property Acquisition (Marillac) 1997-98	P	10	P	Y	Y	GC 60201 (a) et seq
Admin	Property Acquisition (Rees) (Dec 2001-July 02)	P	10	P	Y	Y	GC 60201 et seq

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Property Acquisition (Rees) (Sept-Nov 01)	P	10	P	Y	Y	GC 60201 et seq
Admin	Property Acquisition (Rees) (June-Aug 01)	P	10	P	Y	Y	"
Admin	Property Acquisition (Rees) (Feb 99–May 01)	P	10	P	Y	Y	"
Admin	Property Acquisition (Rees) Land Loan Docs	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Dec 2001-Apr 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (May-Aug 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Sept 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Oct-Nov 2002)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Dec 2002-Jan 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Feb-March 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (April 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (May 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (June 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (July 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Aug 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Sept 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Oct 2003)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Nov 2003-Feb 2004)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305 SV Road) (Mar–May 2004)	P	10	P	Y	Y	GC 60201 et seq
Admin	Properties/Facilities (305 SV Road) (June-Aug 2004)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305 SV Road) (Sept-Dec 2004)	P	10	P	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Properties/Facilities (305 SV Road) (Jan-Mar 2005)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305 SV Road) All Rejected Bid Proposals	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) (Nov 2005-Current)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) (April-October 2005)	P	10	P	Y	Y	"
Admin	Properties/Facilities (305) Carrier/HVAC Issues	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) (Bldg. Loan)	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) 2004	P	10	P	Y	Y	"
Admin	Properties/Facilities Financing (305) 2003	P	10	P	Y	Y	"
Admin	Property/Facilities Financing (305) (Lease) (Jan 2004-)	P	10	P	Y	Y	"
Admin	Property/Facilities Financing (305) (Lease) (Feb-Dec 03)	P	10	P	Y	Y	"
Admin	Property/Facilities Expansion (305) (Financing, Facility Lease & Site Lease-Originals)	P	10	P	Y	Y	"
Admin	Properties/Facilities Expansion (305) (Propane Roof Shed)	P	10	P	Y	Y	"
Admin	Property/Facilities Lease (1810) (March 2004-)	P		P	Y	Y	"
Admin	Property/Facilities Lease (1810) (2000-Feb 2004)	P		P	Y	Y	"
Admin	Properties/Facilities Maintenance: 305 SV Road	P		P	Y	Y	"
Admin	Properties/Facilities Maintenance: 1810 SV Road)	P		P	Y	Y	"
Admin	Radon Rule						See: U.S. EPA
Admin	Recorded Documents	P	-	P	Y	N	Filed in Customer Files or Project Files
Admin	Request for Proposals						See Board Secretary or Project File
Admin	Residential Inspections (Possible Multi-Units)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	Resolutions						See Board Secretary; GC 60201 et seq
Admin	Safe Drinking Water Act	S	P	P	N	Y	GC 60201 et seq
Admin	Safety Committee	5	2	7	N	N	GC 60201; 8 CCR 14300.33(a); 29 CFR 1904.33 & 44
Admin	Salary & Benefit Surveys & Studies	5	5	10	Y	Y	GC 60201 et seq
Admin	Sanitary Sewer Management Plan						See CA, State, Water Resources Control Board, Sanitary Sewer Mgmt Plan (SSMP) General Info. 2007
Admin	SEMS						See: Standardized Emergency Management Systems
Admin	Sewage Lift Station Abandonment		P	P	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Sewer Capacity Study	5	5	10	Y	Y	GC 60201 et seq
Admin	Sewer, General Correspondence	5	5	10	N	Y	"
Admin	Sewer Flow Meter Replacement Project (2002)	L	10	L+10	Y	Y	"
Admin	Sewer Flow Meter Replacement Project (2001)	L	10	L+10	Y	Y	"
Admin	Sewer Inflow & Infiltration: Flow Meter Study	5	5	10	Y	Y	"
	General Information	P		P	Y	Y	"
Admin	Sewer Line Realignment: The Aspens						
Admin	Sewer Line Rehabilitation: Squaw Peak Rd & Lanny Lane	L	10	L+10	Y	Y	"
Admin	Sewer Line Rehabilitation: The Aspens	L	10	L+10	Y	Y	"
Admin	Sewer Line Rehabilitation: Tiger Tail	L	10	L+10	Y	Y	"
Admin	Sewer Line Repairs: SV Inn & SV Condos	L	10	L+10	Y	Y	"
Admin	Sewer Lines: SV Interceptor Bank Stabilization	L	10	L+10	Y	Y	"
Admin	Sewer Lines: SV Interceptor Maps/Specifications	L	10	L+10	Y	Y	"
Admin	Sewer Master Plan	S		P	Y	Y	"
Admin	Sewer System Intensive Flow Evaluation Member Agencies T-TSA	L	10	L+10	Y	Y	"
Admin	Sewer System Management Plan	P		P	Y	N	"
Admin	Sewer & Water Connection Fee Analysis	L	10	L+10	Y	Y	"
Admin	Sewer & Water Line Rehabilitation Projects	L	10	L+10	Y	Y	"
Admin	Snowmaking (Ski Corp/Perini/RSC)	P		P	Y	Y	"
Admin	Snow Removal Contracts	L	10	L+10	Y	Y	"
Admin	Social Security Legislation	S	5	S+5	N	Y	"
Admin	Source Water Protection Program Project	L	10	L+10	Y	Y	"
Admin	Squaw Creek Restoration Project (Ski Corp.)	L	10	L+10	Y	Y	"
Admin	SV General Plan						Filed in the Library
Admin	SV Inn Diesel Fuel Leak (Jan 2002)	P		P	Y	Y	GC 60201 et seq; 29 CFR 1926.59
Admin	SV Inn Diesel Fuel Leak (1989-2001)	P		P	Y	Y	"
Admin	SV Institute, General Information & Newsletters	DR		DR	N	N	"
Admin	SV Municipal Advisory Committee	DR		DR	N	N	"
Admin	SV Mutual Water Co. General (2008)	DR		DR	N	Y	"
Admin	SV Mutual Water Co. General (1991-07)	DR		DR	N	Y	"
Admin	SV Mutual Water Co. Audit Reports (73-90)	DR		DR	N	Y	GC 60201 et seq
Admin	SV Mutual Water Co. Audit Reports (71-89)	DR		DR	N	Y	"
Admin	SV Mutual Intertie with SVCWD	P		P	Y	N	"
Admin	SV Mutual Well Exchange	P		P	Y	N	"
Admin	SV Park (Placer County Dept. of Facility Services) (2008-Current)						See Park & Recreation

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	SV Park (Placer County Dept. of Facility Services) (1999-2007)						"
Admin	SV Park Ad Hoc Committee (SVPSD)						"
Admin	SV Park (SVPSD)						"
Admin	SV Property Owners Association (SVPOA)	DR		DR	N	Y	GC 60201 et seq.
Admin	SV POA Sub-Committee on Unification (1970-72)	DR		DR	N	N	"
Admin	SV PSD Backflow Devices	P		P	Y	N	"
Admin	SV Ski Corp. Blyth Arena/PSD Office Space	DR		DR	Y	N	Contains utility easement info, agreements
Admin	SV Ski Corp. Blyth Arena (1977-87)	DR		DR	Y	N	" " " " "
Admin	SV Ski Corp General Correspondence 1973-86	5	5	10	Y	Y	D 02-03-12
Admin	SV Ski Corp. Gold Coast Diesel Spill	P		P	Y	Y	Contains utility easement info, agreements
Admin	SV Ski Corp. Infiltration Trenches-Parking Lot	5	5	10	Y	Y	"
Admin	SV Tourism Development Plan Steering Com	3	2	5	N	Y	D 04-03-12
Admin	SV Technical Review Committee (Water Quality)	P		P	Y	Y	
Admin	SV Technical Review Committee (2004-07)		P	P	Y	Y	
Admin	SV Technical Review Committee (2001-2003)		P	P	Y	Y	
Admin	SV Water Quality						See Water Quality Complaints
Admin	SSO Order Certification						See California, State, Water Resources Control Board Sanitary Sewer
Admin	Standardized Emergency Management System	S		P	Y	N	GC 60201 et seq.
Admin	Storm Drainpipe on Sierra Crest Trail						File in Resort at Squaw Creek
Admin	Storm Drainpipe at Village						File in Intrawest Phase II
Admin	Strategic Planning	DR		DR	Y	Y	GC 60201 et seq.
Admin	Stream Gauging (Creek Flow) Reports	L		10	Y	Y	"
Admin	Surface Water Allocation						See CA, State of, Dept of Water Resources, Truckee River Operating Agreement (TROA)
Admin	Surplus Property Abandonment (right-of-way)	P		P	Y	Y	
Admin	Surplus Property Acquired	AU	6	7	Y	Y	D 02-03-12
Admin	Surplus Property Sold (2006)	AU	6	7	Y	Y	GC 60201 et seq; CCP 335 et seq.
Admin	Surplus Property Sold (1997-05)	AU	6	7	Y	Y	" "
Admin	Surveys/Questionnaires	5	5	10	Y	Y	GC 60201 et seq;
Admin	System Water Audit & Water Testing Project	L	10	L+10	Y	Y	"
Admin	Tahoe City Public Utility District	DR		DR	N	Y	Agendas/Minutes keep 2 years
Admin	Tahoe Truckee Area Emergency Plan	S		P	Y	N	GC 60201 et seq.
Admin	Tahoe Truckee Forest Tract						See: Truckee River Corridor Water System Agreement with TCPUD
Admin	Tahoe Truckee Regional Economic Coalition	DR		DR	N	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11; 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	T-TSA Invoice for 4" Water Line 1976				N	Y	04-03-12
Admin	T-TSA Agendas	2		2	N	Y	"
Admin	T-TSA Consolidation Study	5	5	10	N	Y	" 04-03-12
Admin	T-TSA Financial Consultants	2		2	N	Y	" 04-03-12
Admin	T-TSA Interceptor/Easements Transfer	P		P	Y	N	"
Admin	T-TSA Maps, AB 1749, Certificate of Completion	P		P	Y	N	"
Admin	T-TSA Miscellaneous Correspondence (1992-97)	2	1	3	N	Y	" 04-03-12
Admin	T-TSA Miscellaneous Correspondence (1998)	2	1	3	N	Y	"
Admin	T-TSA Plant Capacity & Correspondence/Policies	P		P	Y	Y	"
Admin	T-TSA Plant Expansion	P		P	Y	Y	"
Admin	T-TSA Sewer Flow Reports	P		P	N	Y	Filed with Board Packets
Admin	Tapes: Audio & Video						See Board Secretary
Admin	Tax Shift	5		5	N	Y	GC 60201 et seq;
Admin	Treasurer's Alert						See Accounting: Investment Policy
Admin	Truckee River Basin Water Group	DR		DR	N	Y	GC 60201 et seq;
Admin	Truckee River Coordinated Resource Management Planning	DR		DR	N	Y	GC 60201 et seq;
Admin	Truckee River Corridor, Tahoe Truckee Forest Tract Agreement: PSD & TCPUD	P		P	Y	N	GC 60201 et seq;
Admin	Truckee River Interceptor	P		P	Y	Y	GC 60201 et seq;
Admin	Truckee River Operating Agreement						See CA, State of, DWR
Admin	Truckee River Siphon						See Sewer Flow Meter Replacement
Admin	Truckee River Watershed						See Truckee River Coordinated Resource Management Planning
Admin	Truckee Sanitary District	3	2	5	N	Y	GC 60201 et seq;
Admin	Underground Service Alert (USA) General	3	2	5	N	Y	GC 60201 et seq;
Admin	USA Notices Misc. (2008)	1	1	2	N	Y	GC 60201 et seq;
Admin	USA Notices Misc. (2007)	1	1	2	N	Y	GC 60201 et seq;
Admin	USA North Placer County Map	S		S	N	Y	GC 60201 et seq;
Admin	Union						See Local 39
Admin	U.S. Census Bureau						See Governmental Entities
Admin	U.S. Dept. of Homeland Security (HITRAC)						"
Admin	U.S. Environmental Protection Agency						"
Admin	U.S. Forest Service Correspondence						"
Admin	U.S. Forest Service Special Use Permits						"
Admin	Used Oil Disposition						See Placer Cnty Environmental Health
Admin	Vehicles (Fire)						See Fire Dept Section
Admin	Vehicles (Operations):	L		UD	N	N	Includes operating permits/licenses

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Air Compressor, Ingersoll-Rand (1998) Backhoe JCB 214 Sitemaster (1994) Easement Clearing Machine & Trailer (2010) Ford Dump Truck SD F-750 (2008) Ford Dump Truck SD F-750 BIDS (2008) Ford Explorer (1997) Ford Flatbed (2008) Ford Flatbed (2008 Bids) Ford Jet Rodder (1994) Ford Jet Rodder BIDS (1994) Ford Ranger Pickup (1998) Ford Super Duty F-250 (2003) Ford Super Duty F-250 (2003) Ford Utility F-250 Super Cab (1999) John Deere Loader (1998) New Holland Tractor/Westa Snowblower (2007) New Holland Tractor/Snowblower Bids Trash Pump Trailer (2000) Snoquip Trackless Snowblower (2013) Vac-Con Sewer Cleaner & Rejected Bids (2009)						Equipment sold, see Vehicles Sold " "
Admin	Vehicles: Annual Report on District Fleet	5	5	10	Y	Y	GC 60201 et seq;
Admin	Vehicles: Fleet Account Numbers	S		DR	N	Y	GC 60201 et seq;
Admin	Vehicles: General Correspondence	5	5	10	N	Y	GC 60201 et seq;
Admin	Vehicles Sold (1999)	AU	4	5	N	Y	GC 60201 et seq; CCP 335 et seq.
Admin	Vehicles Sold (1973-98)	AU	4	5	N	Y	04-03-12
Admin	Water Audit & Testing Project 1997-99				N	Y	04-03-12
Admin	Water & Irrigation Conservation	P		P	Y	N	GC 60201 et seq;
Admin	Water Demand Analysis						See Water Supply Capacity Analysis
Admin	Water Industry Technical Action Fund						See American Water Works
Admin	Water Line Extension: Painted Rock / Squaw Creek Loop	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Extension: Tavern Inn to 7-11	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: Granite Chief "A" Line &						
Admin	Water Line Replacement: Hidden Lake / SV Estates	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: SV Road (2002-2006)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: SV Road (2001-2002)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Replacement: Victor Place, Trails End, Forest Glen Road						See Sewer & Water Line Rehabilitation Project 1996-97

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Water Line Upgrade: Granite Chief Road (2007)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Line Upgrade: Granite Chief Road Daily Construction Reports (2008)	L	10	L+10	Y	N	GC 60201 et seq;
Admin	Water Main Evaluation Project	P		P	Y	Y	GC 60201 et seq;
Admin	Water Master Plan (2005)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Master Plan (1991-2004)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Quality Complaints (2008)	P		P	Y	N	Filed in Customer Files; GC 60201 et seq;
Admin	Water Quality Complaints (1988-2007)	P		P	Y	N	"
Admin	Water Rate/Conservation Committee (2004)	P		P	Y	N	GC 60201 et seq;
Admin	Water Rate/Conservation Committee (2000-04)	P		P	Y	N	"
Admin	Water Rights Allocation						See CA, State of, Dept of Water Resources, Truckee River Operating Agreement
Admin	Water Resources Investigation & Feasibility Analysis						See Water Supply, Tahoe Truckee Forest Tract
Admin	Water/Sewer Annual Reports	P		P	Y	N	File in Library
Admin	Water/Sewer Committee	P		P	Y	N	GC 60201 et seq;
Admin	Water/Sewer Connection Fee Analysis 1964-86				N	Y	04-03-12
Admin	Water/Sewer Field Report	P		P	Y	Y	GC 60201 et seq;
Admin	Water/Sewer Rate Analysis 1986-87	3	2	5	N	Y	GC 60201 et seq; 04-03-12
Admin	Water/Sewer Rate Analysis 1964-66	3	2	5	N	Y	GC 60201 et seq;
Admin	Water Supply: Alternative Water Supply & Feasibility Study						GC 60201 et seq; See Also Grants, PCWA 2007
Admin	Water Supply Capacity Analysis (Nov 2002-Feb 2003)	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply Capacity Analysis (March 2003)	P		P	Y	Y	"
Admin	Water Supply Development: SV East End	P		P	Y	Y	"
Admin	Water Supply Development: SV East End incl Truckee River Corridor	P		P	Y	Y	"
Admin	Water Supply Development: Tahoe Truckee Forest Tract	P		P	Y	Y	"
Admin	Water Supply Development: Future Groundwater Development & Utilization Feasibility Study	P		P	Y	Y	" (6 files)
Admin	Water Supply Future Groundwater Development: SV Watershed Sanitary Survey	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Groundwater Technical Memos	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Pumping Effects on Aquifer & Creek	P		P	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Water Supply: Reserve Capacity Policy	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: & Storage Augmentation Project	P		P	Y	Y	GC 60201 et seq;
Admin	Water Supply: Ultimate Water Demand Study	P		P	Y	Y	GC 60201 et seq;
Admin	Water System Mapping Project						
Admin	Water Tanks: Resort at Squaw Creek, Zone 3 Dirt Road Resort at Squaw Creek, Zone 3 Booster Station SV East Tank Bids 2002 SV East Tank Booster SV East Tank General SV East Tank, Hood Corp Construction Docs (1980-93) SV East Tank, Hood Corp Contract (1990-91) SV East Tank Recoating Project (2002) SV East Tank Recoating Project (1999-02) West End Storage Tank (1991) West End Storage Tank (1990-91)	P		P	Y	N	GC 60201 et seq; 40 CFR 141.33
Admin	Water Treatment Plant (2006)	L	10	L+10	Y	Y	
Admin	Water Treatment Plant (1999-2005)	L	10	L+10	Y	Y	
Admin	Water Treatment Plant Technical Memos	L	10	L+10	Y	Y	Filed in Library
Admin	Water Wells: Condo Well (1994) East Valley Test Well (Oct 1998) East Valley Test Well (Mar-Sept 1998) East Valley Test Well Abandonment (1999) General Information (1992) Horizontal Well #1 above State Tank (1987) Horizontal Well #2 at RSC, Water Quality Report Horizontal Well at RSC Golf Course (1999) Horizontal Well at RSC Golf Course (1997-98) Horizontal Wells at RSC (1989-92) Horizontal Wells at RSC (1993) Horizontal Wells at RSC Springs Pipeline & Contract Documents Horizontal Wells at RSC Springs Pipeline Erosion Damage (1996) Eco:Logic Research for RSC Water Obligation Stable Well See Projects	P		P	Y	N	GC 60201 et seq; 40 CFR 141.33

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	V-1 Test Well Well #1 File 2 (Aug 2001) Well #1 File 1 (1979-Jul 2001) Well #1 Contamination (2000) Well #1R (2005) Well #1 Rehabilitation (2005) Well #1 Rehabilitation (1998-2003) Well #1 Rehabilitation (1995) Well #1 Rehabilitation (1994) Well #1 Replacement (2006) Well #1 Replacement (Sept 04-Dec 05) Well #1 Replacement (2003-04) Well #1 Replacement Neg Dec (2004) Well #2 File 2 (Aug 2001) Well #2 File 1 (1960-Jul 2001) Well #2R (2009) Well Construction, Logs, etc. Well #2 Replacement (2008) Well #2 Roof Replacement (2002) Well #3 File 2 (2005) Well #3 File 1 (1958-Apr 2005) Well #3 Contamination (2002) Well #3 Contamination (Feb 00-Dec 01) Well #3 Contamination (1998-99) Well #3 Rehabilitation (1997) Well #3 Replacement (2003) Well #3 Replacement Plans & Specs (See Well 1 for Neg Dec) (2003) Well #4 Well #4R Well #4RII Well #5 (1961) Well #5R File 2 (Aug 2001) Well #5R File 1 (1999-Jul 2001) Well #5R Contamination (2000) Well #5 Rehabilitation Relocation (2002) Well #5 Rehabilitation Relocation (06-99-12-01) Well #5 Rehabilitation Relocation (06-99-12-01) Well #5R 10-Yr Inspection (2010) Well #5 Rehabilitation Relocation (Feb-May 99) Well #5 Rehabilitation (1991-98)					
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RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Well #6 (1989) Well T-4 (2001)						
Admin	Web Site & Information Technology Web Site Management E-Mail Information Systems Inventory Network Systems (LAN/WAN) Program Files & Back-up Tapes	S 60 days	2 1 yr	S+2 1+60 days	N N	N Y	Ltrs, notes & attachments sent or received on District's email network. Emails are not personal or private property and they are open to discovery. Hardware/software inventory logs-manuals Configuration maps and plans Daily, weekly & monthly back-ups
Admin	Well Aquifer Stream Interaction Study	5	5	10	Y	Y	
Admin	Well Building Mandate						See CA, State of, Dept of Health Correspondence
Admin	Zone III Booster						See Water Tanks, Resort at Squaw Creek Zone III Booster

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GOVERNMENTAL ENTITIES:							
FEDERAL							
Admin	U.S. Census Bureau	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Dept. of Homeland Security (HITRAC)	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Environmental Protection Agency	P		P	Y	Y	GC 60201 et seq;
Admin	U.S. Forest Service Correspondence	5	5	10	Y	Y	GC 60201 et seq;
Admin	U.S. Forest Service Special Use Permits (Blyth)	P		P	Y	Y	GC 60201 et seq;
STATE OF CALIFORNIA							
Admin	CA, State of, Board of Equalization (1999)	L	7	L+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Board of Equalization (1985-98)	L	7	7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Controller General	L	7	L+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Controller State Mandated Cost Reimbursement (2005/06-)	L	3	L+3	Y	Y	Open Mtgs/Brown Act Reform GC 60201 et.seq.
Admin	CA, State of, Ethics Training (correspondence)	2	7	2+7	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Forestry & Fire Protection						See SVFD section for Dispatch Agreement
Admin	CA, State of, Dept of Public Health Annual Report & Correspondence	CY	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Health Annual Report & Correspondence (1998-2010)	CY	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Lead/Copper Rule Corres & Gen Info	S	P	P	Y	N	Op Tech/Inspector files test results by tier number in respective folders. Files are at his work station.
Admin	CA, State of, Dept of Public Health Water Permit	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2008)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2006-07)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (2004-05)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Public Health Water Sample Reports (1999-2003)	3	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations (Consumer Price Index)	S	10	S+10	N	N	GC 60201 et seq;
Admin	CA, State of, Dept of Industrial Relations (Prevailing Wages)	S	10	S+10	N	N	GC 60201 et seq;
Admin	CA, State of, Dept of Transportation (CalTrans)	5	5	10	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	CA, State of, Dept of Water Resources 1988 Safe Drinking Water (Bond Information)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Agendas	2	0	2	N	Y	GC 60201 et seq; (now rec'd by email '12)
Admin	CA, State of, Dept of Water Resources CASGEM	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources, General	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Future GW Development Grant App & Corres 1997-98	L	7	7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Dept of Water Resources Prop 204 Funding Grant Application (1998)	L	7	L+7	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Dept of Water Resources Public Water System Statistics Reports	P	P	P	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Statewide Groundwater Elevation Monitoring Program	S	P	P	N	N	
Admin	CA, State of, Dept of Water Resources TROA Corres (2007)	L	7	L+7	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources TROA (1990-2006)	L	7	L+7	Y	N	GC 60201 et seq;
Admin	CA, State of, Dept of Water Resources Truckee River Surface Water Rights Allocation	L	7	L+7	Y	N	See grant application for close-out procedure
Admin	CA, State of, Local Gov't Guide to Mandate Process (2004)	AU	6	AU+6	Y	Y	GC 60201 et seq;
Admin	CA, State of, Local Gov't Guide to Mandate Process (1986-2003)	AU	6	AU+6	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Office of Emergency Services	DR	2		Y	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Agendas/Notices	2	-	2	N	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Correspondence (2008)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Correspondence (1998-2002)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Regional Water Quality Control Board (Lahontan) Total Max Daily Load	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Public Employees Retirement System (PERS)	P		P	Y	Y	GC 60201 et seq; See also Human Resources section
Admin	CA, State of, Secretary of State, Elections Correspondence	CY	4	5	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-21-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	CA, State of, Water Resources Control Board, Div of Clean Water Grants (1985-2002)	CL	7		Y	Y	GC 60201 et seq; D 02-03-12
Admin	CA, State of, Water Resources Control Board Sanitary Sewer Mgmt Plan Certifications	S	5	S+5	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Sanitary Sewer Mgmt Plan General Information	P	P	P	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Correspondence (2003)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Correspondence (1998-2002)	5	5	10	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Wastewater User Charge Survey (July 2008)	2	-	2	Y	Y	GC 60201 et seq;
Admin	CA, State of, Water Resources Control Board Wastewater User Charge Survey (1998/99 to May 2006)	2	-	2	Y	Y	GC 60201 et seq; D 04-03-12
PLACER COUNTY							
Admin	Placer County Affordable Housing Project Identification Study	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Air Pollution Control District's Regional Compliance Agreement	5	5	10	Y	Y	GC 60201 et seq; Agreement and correspondence only; permits filed with equipment
Admin	Placer County Assessor, General	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Assessor (1991-2002)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Placer County Auditor's Assessment Valuations (2003)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Board of Supervisors Corres	5	5	10	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Bldg Permit Lists (2006-08)	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Bldg Permit Lists (2009)	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Building Dept Correspondence	5	5	10	N	Y	Project specific is filed either in the Project File or the Customer File
Admin	Placer County CEO/Area Managers Meetings (2005-07)	3	2	5	S	Y	GC 60201 et seq; relinquished to County Feb 2012
Admin	Placer County CEO/Area Managers Meetings (2008)	3	2	5	S	Y	GC 60201 et seq; relinquished to County Feb 2012
Admin	Placer County Clerk/Elections, Conflict of Interest	5	2	7	Y	Y	GC 60201 et seq; D 02-03-12

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Code (1976-06)						
Admin	Placer County Clerk/Elections, Conflict of Interest Code (2007)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Clerk/Elections, Corres (1992-00)						See Election Information
Admin	Placer County Clerk/Elections, Corres (2001)						See Election Information
Admin	Placer County Community Development Resource Agency [planning & zoning] (general)	5	5	10	N	N	GC 60201 et seq;
Admin	Placer County Community Development Resource Agency: SV General Plan Update	5	5	10	N	N	"
Admin	Placer County Counsel	5	5	10	Y	Y	"
Admin	Placer County Encroachment Permits						Give to Operations Specialist III
Admin	Placer County Executive Office	5	2	7	Y	Y	"
Admin	Placer County Facility Services Dept						See SV Park
Admin	Placer County Grand Jury	P		P	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Correspondence	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Hazardous Materials (1990-2008)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County Health Dept Hazardous Materials Business Plan	P		P	Y	N	29 CFR 1926.59; 29 CFR 1926.65(A)
	Disposal	C	10	C+10	Y	N	Cal OSHA; 40 CFR 122.21
	Permits, HazMat Storage	C	2	C+2	Y	N	GC 60201 et seq
	Underground Storage Tanks	P		P	Y	N	GC 60201 et seq
Admin	Placer County LAFCO (2005)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO (2003-04)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO (1995-02)	5	5	10	Y	Y	GC 60201 et seq; D 02-03-12
Admin	Placer County LAFCO Community Services District	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Martis Valley Study-Sphere of Influence	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Municipal Service Review	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO Special Districts Advisory Committee	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County LAFCO TSD Sphere of Influence	2	-	2	N	Y	GC 60201 et seq;
Admin	Placer County Middle Fork Project Funding	CY	2	3	N	Y	GC 60201 et seq;
Admin	Placer County Office of Education 49er Regional Occupational Training Agreement	CL		10	Y	Y	GC 60201 et seq;
Admin	Placer County Office of Emergency Services Local Hazard Mitigation Planning Committee	5	5	10	Y	Y	GC 60201 et seq;

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Placer County Planning Dept/Planning Commission Agendas/Reports Correspondence	2 5	5	2 10	N Y	Y Y	GC 60201 et seq;
Admin	Placer County Public Works Dept 1967-98				N	Y	D 04-03-12
Admin	Placer County Public Works Dept--General Stormwater Management Program 2007-2012	5 P	5 P	10 P	Y Y	Y N	GC 60201 et seq; See Library
Admin	Placer County Recorder	5	5	10	Y	Y	GC 60201 et seq;
Admin	Placer County SV General Plan	S	10	S+10	N	Y	GC 60201 et seq; On Library Shelves
Admin	Placer County Treasurer/Tax Collector (2008)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Treasurer/Tax Collector (1979-07)	5	2	7	Y	Y	GC 60201 et seq;
Admin	Placer County Voter List						See Election Info
Admin	Placer County Water Agency Agendas & Minutes	1	0	1	N	Y	D 04-03-12 2007-08
Admin	Placer County Water Agency Correspondence	3	2	5	N	Y	GC 60201 et seq;
Admin	Placer County Water Agency Grants						See Grants
Admin	Placer County Water Agency Truckee River Basin Climate Change & Water Resources Assessment	L		L	Y	Y	GC 60201

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11; 10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

GRANTS							
Admin	Alternative Water Supply Feasibility Study/PCWA 2007-08	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin	ASR Investigation/PCWA 2004	L	10	L+10	Y	Y	"
Admin	ASR Test Hole/Permitting Phase 3a/PCWA 2006	L	10	L+10	Y	Y	"
Admin	ASR Test Hole Phase 3a/PCWA 2005	L	10	L-10	Y	Y	"
Admin	ASR/NLTRA Funding						See NLTRA TOT Funding File
Admin/Fire	Assistance to Firefighters/SVFD/NLTFPD/FEMA	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin/Fire	Carbon Dioxide Detectors/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	Clean Air Grant Program /Placer County Air Pollution Control District 2006	L	10	L+10	Y	Y	"
Admin	Correspondence, General	L	2	5	N	Y	GC 60201 et seq;
Admin	Creek Aquifer Interaction Study (AB 303) DWR Local GW Mgmt Assistance Program 2008	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin	Future Groundwater Development & Utilization Feasibility Study/PCWA 2001	L	10	L+10	Y	Y	"
Admin	Future Groundwater Development & Utilization Feasibility Study/DWR 1998-2004	L	10	L+10	Y	Y	"
Admin	Groundwater Implementation/PCWA 2001	L	10	L+10	Y	Y	"
Admin	Prop 50 (IRWMP)						See ASR Grant 50 Application Packet
Admin	Groundwater Management Act (Gen'l Information)						
Admin	Groundwater Mgmt Plan (formerly Truckee River Surface Water Allocation) (PCWA)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-B) 2002-06	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-A) 2004	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-A) 2003-04	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303) (Sept-Dec 2002)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303) (April-Aug 2002)	L	10	L+10	Y	Y	"
Admin	Groundwater Mgmt Plan (AB 303-B) (Oct 2002-Current)	L	10	L+10	Y	Y	"

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Admin	Groundwater Monitoring Plan & Management Database/Lahontan (OV GMP) 2009	L	10	L+10	Y	Y	See grant application for close-out procedure
Admin/Fire	SAFER Grant/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin/Fire	SCBA/Compressor/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	SV Mutual Water Consolidation Evaluation 2001	L	10	L+10	Y	Y	"
Admin/Fire	Thermal Imager/SVFD/FEMA	L	10	L+10	Y	Y	"
Admin	Water Master Plan 2007/PCWA	L	10	L+10	Y	Y	"
Admin	Water Resources Investigation/PCWA 2003	L	10	L+10	Y	Y	"

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

HUMAN RESOURCES							
Admin	Applications – Hired, Pending & Not Hired to HR Clerk	CL	3	CL+3			Includes resumes, hiring lists, exam materials/answer sheets, job bulletins; eligibility; GC 12946, 6250 et seq; 29 CFR 1602 et seq; 29 CFR 1607; 29 CFR 1627.3
Admin	Labor Negotiations	P		P	Y	N	29 USC 211(c), 203(m), 207(g)
Admin	Payroll						
	Adjustments	AU	6	AU+6			GC 60201 et seq;; 29 CFR 516.5, 516.6
	Employee Time Sheets	AU	6	AU+6			20 CFR 516.6(1); R&T 19530; IRS 31.6001-1; LC 1174(d)=2 yrs
	Expense Reports	L	6	L+6			
	PERS Deduction Reports	P		P			26 CFR 31.6001; 29 CFR 516.5 (3 yrs), 516.6 (2 yrs); LC 1174(d)
	Register	P	3	P			GC 37207
	Salary Records	L		L+3			29 CFR 516.2
Admin	Personnel & Labor Laws	S	DR	DR	N	Y	GC 60201 et seq;
Admin	Public Employees Retirement System (PERS)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS (July 2004-2007)	P		P	Y	Y	"
Admin	PERS (Jan 2000-June 2004)	P		P	Y	Y	" D 02-03-12
Admin	PERS (1995-1999)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (1999-01)	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS Actuarials & Contribution Rates (2002-03)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (2004)	P		P	Y	Y	" D 02-03-12
Admin	PERS Actuarials & Contribution Rates (2005)	P		P	Y	Y	"
Admin	PERS Contract Amendments & Related Corres	P		P	Y	Y	"
Admin	PERS GASB Statement	S	5	S+5	Y	Y	GC 60201 et seq;
Admin	PERS 457 Deferred Comp Plan Corres	P		P	Y	Y	GC 12946; 60201 et seq; 29 CFR 1627.3(2)
Admin	PERS 457 Deferred Comp Plan	P		P	Y	Y	"
Admin	PERS SVFD Contract Only	P		P	Y	Y	"
Admin	PERS Side Fund Payoffs	P		P	Y	Y	In Controller's Office

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

LEGAL, LEGISLATIVE, BOARD SECRETARY							
Admin	Agendas, Staff Reports & Minutes (originals filed in Board Secretary's office; copies, as needed, in subject files.)	P	P	P	Y	N	Board of Directors and all committees, posting affidavits, public hearing notices, & communications received & given to Board
Admin	Articles of Incorporation	P		P	Y	N	In Board Secretary's Office, CCP 337.2
Board Sec	Bid Notices/Proof of Publication	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Project File	Bid Plans & Specifications	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Board Sec	Bid Summary Sheets	L	10	L+10	Y	Y	GC 60201 et seq;(d); 60201(B)(2)
Board Sec	Bids, RFQ's & RFP's	AU	4	AU+4			GC 60201 et seq;
	Successful & Related Records	L	10	L+10	Y	Y	CCP 337, GC 25105.1
	Unsuccessful & Related Records	2	3	5	N	Y	GC 60202
Admin	Board of Directors--General	L		L	Y	Y	GC 60201 et seq
All Depts.	Code Books	P	P	P	N	N	Administrative Code (Bd Sec), Fire Code (Fire), Electrical & Plumbing Codes (Operations) (includes supplements)
Board Sec	Contracts & Security Bonds	L	5	L+5	Y	Y	Docs created/received relating to performance of work/services, parcel maps and subdivision work; CCP 337.2, 343;
Board Sec	Legal Advertising						Includes Proof of Publication
"	Legal Agreements, Miscellaneous	4	3	7	N	N	GC 60201 et seq; CCP 337, 343
Admin	Legal Services: Lahontan v Ski Corp	4	3	7	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Downey Brand et al	4	3	7	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Eberle, et al v CWD		P	P	N	N	GC 60201 et seq;
Admin	Legal Services: Government Code Guidelines	S	-	S	N	N	GC 60201 et seq;
Bd Sec	Legal Services: Hardy Erich Brown & Wilson	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Kronick, Moskovitz, et al.	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Law Offices of Thomas S Archer	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: Somach Simmons & Dunn	4	3	7	N	N	GC 60201 et seq;
"	Legal Services: SV Lodge v Ski Corp		P	P	N	N	GC 60201 et seq;
"	Legal Services: PSD v Foss		P	P	N	N	GC 60201 et seq;
"	Legal Services: PSD v Poulsen & x-action		P	P	N	N	GC 60201 et seq.
Admin	Legislative Bills (State Assembly & Senate)	DR	-	DR	N	Y	GC 60201, et seq;
Board Sec	Liens and Releases	P		P	Y	N	See customer files or project files
Board Sec	Ordinances	P	P	P	N	N	GC 40806
Board Sec	Proof of Publication	P		P	Y	N	GC 911.2, 60201 et seq; CCP 343-349
Board Sec	Proposition 218 Information	P	P	P	Y	N	
Board Sec	Resolutions	P	P	P	Y	N	GC 40801
Admin	Record Destruction Requests						(file in Records Drawer in library)

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Admin	Request for Public Records	CL	2	CL+2	Y	Y	GC 60201 et seq; filed in Records Drawer in library; GC 60201 et seq; CCP 343
	Disposition Certificates Retention Schedules	P S	4	P S+4			
Board Sec	Tapes: Audio & Video Board Meetings Committee Meetings	C C	1 yr 1 yr	1 yr 1 yr	N N	Y Y	(Retention revised 03-31-2020 per Bd) GC 60201 et seq; GC 54953.5, SOS Records Management Guidelines (Feb 2006) Committee Meetings not routinely recorded.

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

PARK & RECREATION							
Admin	Park & Recreation (2002)						See SV Park
Admin	Park & Recreation (1998-2002)	5	5	10	Y	Y	GC 60201 et seq;
Admin	Park & Recreation Appraisal Report (1999)	5	5	10	Y	Y	"
Admin	SV Park (Placer County Dept. of Facility Services) (2008-Current)	5	5	10	Y	Y	"
Admin	SV Park (Placer County Dept. of Facility Services) (1999-2007)	5	5	10	Y	Y	"
Admin	SV Park (SVPSD)	5	5	10	Y	Y	"

TO BE RESCINDED

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	PROJECT FILES	L	10	L+10	Y	Y*	Includes: Development Agreements, conditions, standards, bonds; correspondence; plans; permits; inspection logs & photos * Destroy after project completion
Admin	<p style="margin: 0;">Aspens, Phase III</p> <p style="margin: 0;">Carville SV Parcel Split</p> <p style="margin: 0;">Cascade Housing</p> <p style="margin: 0;">Christy Hill Restaurant & Inn</p> <p style="margin: 0;">Creekside Estates</p> <p style="margin: 0;">Granite Chief Building</p> <p style="margin: 0;">Hidden Lake Development</p> <p style="margin: 0;">Hillgoss Sandy Way Subdivision</p> <p style="margin: 0;">Intrawest</p> <p style="margin: 0;">Intrawest Phase II Fixture Counts</p> <p style="margin: 0;">Meadows End Court (Poulsen)</p> <p style="margin: 0;">Meadows End Court Subdivision Maps</p> <p style="margin: 0;">Olympic Center Condominiums</p> <p style="margin: 0;">Olympic Estates</p> <p style="margin: 0;">Olympic Valley School</p> <p style="margin: 0;">Olympic Village Inn</p> <p style="margin: 0;">Painted Rock Estates</p> <p style="margin: 0;">PlumpJack Squaw Valley Inn Expansion</p> <p style="margin: 0;">Poulsen Sewer-SV Entrance</p> <p style="margin: 0;">RSC Phase I Related Files</p> <p style="margin: 0;">RSC Correspondence (Current)</p> <p style="margin: 0;">RSC Maintenance Facility</p> <p style="margin: 0;">RSC Waste Discharge Requirements</p> <p style="margin: 0;">RSC Water Obligation (EL Research)</p> <p style="margin: 0;">RSC Water Supply</p> <p style="margin: 0;">RSC Water Supply Improvements</p> <p style="margin: 0;">RSC Well Inspections</p> <p style="margin: 0;">RSC Phase II CEQA Process</p> <p style="margin: 0;">RSC Phase II Correspondence</p> <p style="margin: 0;">RSC Phase II Will Serve Request</p> <p style="margin: 0;">Sena at Squaw Valley</p> <p style="margin: 0;">Ski Any Mountain</p> <p style="margin: 0;">Squaw Creek Estates</p> <p style="margin: 0;">Squaw Creek Villas</p>						

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

	Squaw Creek Condominiums Squaw Ridge Condominiums Squaw Summit Squaw Tahoe Resort SV Academy Expansion SV Academy Expansion Inspector's Reports SV East Subdivision SV Entrance Sewer SV Inn Convention Center SV Lodge (All Phases) SV Meadows Condominiums SVSC Corp SVSC East Parking SVSC Headwall/Gold Coast Lift Improvement SVSC High Camp SVSC Riviera Halfpipe Modification SVSC Shirley Lake Chairlift Upgrade SVSC Snow Storage Run-off Treatment Reports SVSC Village Core SVSC Way Finding Project Phase II Squaw Valley Ski Holdings (SVSH)_Village & Water Investigation (2011) Stable Well Tavern Inn Trails End Valley View Condominiums						
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RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
10-25-11; 11-17-11; 12-16-11; 12-27-11; 01-09-12; 01-30-12; 02-03-12; 02-08-12; 02-21-12; 04-03-12; 04-05-12; 12-24-12; 11-11-14; 03-31-2020

Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

RISK MANAGEMENT							
Admin	Claims Confidential Items Accident Reports Claims (Property Damage) Incident Reports Risk Management Reports	CL	7	CL+7	N	N	Filed with the Board Secretary 29 CFR 1904.2; 1904.6 GC 25105.5; GC 6254(b) 29 CFR 1904.2; 1904.6; GC 6254(b) OMB 1220-0029; 29 CFR 1904.4 (Federal OSHA forms, loss analysis reports, actuarial studies)
Admin	INSURANCE COVERAGES: Accidental Death & Dismemberment Accidents & Incidents Contractors Certificates Claims Against the District— Forms Only Correspondence, General Disability Insurance, Long & Short Term--Hartford Flexible Benefit Health/Dental (Standard Insurance) Health/Medical (PERS) Health/Vision Service Plan (VSP) Notary Public Bond Policies – See HR Public Employee Dishonesty Bond for GM Special District Risk Management Authority (06) SDRMA (1999-2005) SDRMA Correspondence (1999-2001) SDRMA Safety Meetings (2008-2011) SDRMA Safety Meetings (2012- SDRMA Safety Center Info (1995-2003) SDRMA Worker's Compensation, General 1994 SDRMA Worker's Compensation (1978-1996) SDRMA Worker's Compensation Corres (2002) SDRMA Worker's Comp Minutes (1999-2000) SDRMA Worker's Compensation Rates (2007) SDRMA Worker's Compensation Rates (2001-07) SDRMA Worker's Compensation Rates (98-2001) Standard Life Insurance Co. (1997-06) Worker's Compensation Claim Files Worker's Comp Public Agency Self Insured Annual Report (1985-92) Worker's Comp, State Comp Ins (1978-1996)	S	P	P	Y	N	Unless noted otherwise Claims filed w/open contract w/Office Supervisor; all others filed in Subject Files
		L	10	L+10	Y	Y	
		1	0	1	N	Y	D 04-03-12
		P		P	N	N	Working files: claim files, reports, letters; originals filed with Administrator; Labor Code 110-139.6; See Office Supervisor CCR Title 8 §143.11

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

FIRE DEPT							
ADMINISTRATION							
Admin	ALS Program	S	10	S+10	Y	Y	GC 60201
Admin	Ambulance Service EOA, Truckee Fire	5	5	10	Y	Y	GC 60201
Fire	Books	S	10	S+10	N	Y	Fire Codes (NFPA, UFC), Building Codes
	Fire Prevention Code	S	10	S+10	N	Y	CCP 340.5
Admin	Boundary Map & Legal Description	P		P	Y	N	GC 60201
Admin	Budget Info FY 1991-92	AU	4	5	N	Y	" D 02-03-12 & 04-03-12
Admin	Building Permits & "Notice of Intent"	P		P	Y	Y	"
Admin	Capital Facilities/Mitigation Analysis (2001)	5	5	10	Y	Y	" D 02-03-12
Admin	Condo Lease	DR		DR	N	Y	" D 02-03-12
Admin	Correspondence, General	5		5	N	Y	"
Admin	County OES Capital Facilities Plan	L/S	5	S+5	Y	Y	"
Fire	Daily Station Logs	2	5	7			Handwritten log book;
Admin	Fire Station Addition	L	10	L+10	Y	Y	GC 60201 et seq D 02-03-12
Admin	Fire Station Certificates of Participation 1987	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Station Financing	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Station Stucco Project	L	10	L+10	Y	Y	" D 02-03-12
Admin	Fire Suppression Assessment	P		P	Y	Y	GC 60201 et seq
Admin	Fuel Storage Information	L	10	L+10	Y	Y	"
Admin	EMT-1 Combi-tube	S	5	S+5	Y	Y	"
Admin	Fire Dept. Committee						SEE ADMINISTRATION
Admin	Fire Hydrant & Meter Use Permits	5	5	10	N	Y	"
Admin	Fire Protection Fees	P		P	Y	Y	"
Admin	Grant Deed Information	P		P	Y	N	"
Admin	Wellness @ Work/Health Maintenance Program (T-F Hospital)	S	10	S+10	Y	Y	GC 60201 et seq
Admin	Indoor Air Quality Assessment	L	10	L+10	N	Y	GC 60201 et seq D 04-03-12
Admin	ISO Rating Information	DR		DR	N	Y	"
Admin	Master Plan	S	10	S+10	Y	Y	"
Admin	Office of Emergency Services (CA)	1	4	5	N	Y	" D 02-03-12
Admin	Organization Chart	S		S	N	Y	"
Admin	Paramedic Training Reimbursable Benefit Program	DR		DR	Y	Y	"
Admin	Radio Communication Maintenance Services	S	10	S+10	Y	Y	GC 60201 et seq
Admin	Safe Surrender Program	P		P	Y	Y	GC 60201 et seq
Admin	Surplus Equipment Donations	P		P	Y	Y	GC 60201 et seq

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Title Searches (1810 SV Rd)	P		P	Y	N	"
Admin	Truckee River Corridor Annexation	P		P	Y	N	"
	AGREEMENTS & EMERGENCY MANAGEMENT						
Admin	49er Occupational Training Program						See Placer County (Government)
Admin	Alpine Meadows Fire Response Agreements	L/S	5	L/S+5	Y	Y	GC 60201 et seq;
Admin	Basin Fire Chief's Mutual Aid Agreement	L/S	5	L/S+5	Y	Y	"
Admin	CPR Site Agreement	S	5	S+5	Y	Y	"
Admin	Civil Defense Master Mutual Aid Agrmt (CALIF)	L/S	5	L/S+5	Y	Y	"
Admin	Cooperative Fire Protection Agreements (USFS)	L/S	5	L/S+5	Y	Y	"
Admin	County Eastern Division Interagency HazMat Response Team Agreement	L/S	5	S+5	Y	Y	" Filed with Board Secretary
Admin	County Interoperable Communication Systems	L	5	L+5	Y	Y	"
Admin	Dispatch Agreement: Cal Fire	S	5	S+5	Y	Y	"
Admin	Dispatch Agreement: Placer County	S	5	S+5	Y	Y	"
Admin	Eastern Placer County Joint Powers Authority	S	5	S+5	Y	Y	"
Admin	Transfer Agreement: County to SVCWD	P		P	Y	N	"
Admin	Truckee River Corridor Response Zone	L		S	Y	N	"
Admin	Wellness at Work Program (Health Maintenance)	L		S	Y	N	Tahoe Forest Hospital Agreement
	HUMAN RESOURCES						
Fire	DMV Employer Testing Program	P		P	N	N	"
Fire	DMV Pull Notice Program	L	5	L+5	N	N	"
Admin	Employee Rules & Regulations	P		P	N	Y	" D 04-03-12
Admin	Employer/Employee Relations Policy	P		P	Y	Y	"
Fire	Personnel Certifications	L	5	L+5	N	Y	"
Fire	Training Program Information & Reports	L	5	L+5	N	Y	"
	GRANTS						
Admin/Fire	Assistance to Firefighters/FEMA Grant						See Grants (Administration)
Admin	Fire Prevention & Safety Grant (Dept of Homeland Security)						"
Admin	SAFER Grant						"
	REPORTS						
Fire	Incident Reports: Attendance Arson Investigations (PC 799, UFC 104.32) Fire	3	4	7	Y	Y	Incidents involving a minor, keep reports until patient is at least 18 years old.; also includes dispatch and daily logs; CCP 338, 340.5

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
	Medical HazMat						
Fire	Patient Care Reports (EMS Division)	3	4	7	Y	N	Incidents involving a minor, keep reports until patient is at least 18 years old.
Fire	Prevention Inspections, Reports (Sprinkler Systems, Alarms, Defensible Space, Weed Abatement)	P		P	N	N	GC 60201; Includes reports, assessments, resolution documentation;
VEHICLES & PROPERTY							
Fire	Equipment Inventory	UD		UD	N	Y	" Includes supplies and fire gear
Fire	Tires/Warranty	DR		DR	N	Y	"
Admin	Vehicle Financing	UD		UD	N	Y	"
Fire	Vehicle Maintenance	UD		UD	N	Y	Includes inspection reports (daily, weekly, monthly), repairs; CCP 340.5; 8 Cal Code Reg 3203 (b)(1); GC 60201 et seq;
Admin	Vehicle Registration Information	UD		UD	N	Y	GC 60201 et seq;
Admin	Vehicles: 2000 Type I Vehicles 1998 Type II Wildland Fire Engine 1998 Type III Wildland Fire Engine 1999 Type IV Brush/Utility Truck 1998 Water Tender/Pumper (WestMark Pumper Bid Docs 1995)	L		UD	N	N	" D 04-03-12
VOLUNTEERS							
Admin	Volunteer Association	P		P	Y	N	"
Admin	Volunteer Insurance	P		P	Y	N	"
Admin	Volunteer Payroll Information						See HR Staff

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

OPERATIONS DEPT							
Administration							
Operations	Crew Meetings (Agendas & Notes)	DR	-	DR	N	N	GC 60201 et seq.
Operations	Forms Management	C		S	N	Y	Current until superseded
Operations	Master Plans	C		P	Y	N	GC 60201 et seq.
Operations	Purchase Orders (Dept. Copy)	2		2	N	Y	GC 60201 et seq.
Operations	Purchase Catalogs & Information	C		C/S	N	Y	Current until superseded
Operations	Surplus Property—Working file only	2	5	7	Y	Y	Admin retains official lists/documentation
Plans, Permits & Inspections							
Admin	As-Built System Plans	L		P	Y	N	File by subdivision name
Operations	Inspection Logs & Photos, Slides, Videos	L	30	L+30	N	DR	Written records are permanent; DR all else
Operations	Encroachment Permits-Federal	E	3/AE	3/AE	N	Y	Until expiration date; 3 yrs after expiration
"	Encroachment Permits-State	E	3/AE	3/AE	N	Y	"
"	Encroachment Permits-County	E	3/AE	3/AE	N	Y	"
Admin	W&S Permits & Calculations	P		P	Y	N	Filed in customer files
Operations	Reports & Studies, Special	5	5	10	Y	Y	See subject files; library
Operations	U.S. Dept. of Homeland Security Advisories	P		P	N	N	"
Operations	U.S. Dept. of Homeland Security Vulnerability Assessment	P		P	N	N	"
Plant--Facilities & Grounds							
Operations	Aerial Photography, Contour Maps	P		P	Y	N	Permanent for research/historic value
Admin	Cal-OSHA Inspections & Citations Log 300, 301, 301A, etc. (Worker's Comp Info)	7		Y	N	Y	CA Labor Code 6429(c); 8 CCR 14300.33 No Copy in Operations
Operations	Elevator Inspections Operating Certificates	5 P	2	7 P	Y Y	Y N	Cal OSHA: Elevator-Tramway Unit, Sacramento Division Manager Aug 2009
Operations	Fire Safety Inspections (by facility)	C/S	5	C/S	Y	Y	29 CFR 1904.33 & .44
Operations	Propane Tank Inspections (OSHA)	C/S	7	7	Y	Y	See also Plant/Mechanical Equipment
Operations	Work Requests (by facility [1810 & 305 SV Rd])	2	5	7	N	Y	GC 60201 et seq.
Operations	U.S. Dept. of Homeland Security Advisories	P		P	N	N	"
Operations	U.S. Dept. of Homeland Security Vulnerability Assessment	P		P	N	N	"
Plant--Maintenance (Utility System & Vehicles)							
Operations	Projects & Reports (Hydrant/System Flushing)	CY	9	10	Y	Y	1 st Floor Operations
Operations	Air Compressor Permits	E	3	3/AE	N	Y	Until expiration; 3 yrs after expiration
Operations	Daily Work Orders	2	8	10	N	Y	
Operations	Fuel Inventories	AU+1	2	3	N	Y	
Operations	Fuel Logs	S		DR	N	Y	Destroy when no longer relevant
Operations	Hydrant Service Logs	12		P	N	N	

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Operations	Inventories—Vehicles	S		P	Y	N	Until superseded; perm fixed asset record
	Inventories—Equipment & Parts	S		S	N	Y	Until superseded
	Inventories—Surplus Listings	AU	2	3	N	N	
Operations	Maintenance/Repair Records (Vehicles)	C		3/AD	N	Y	3 years after disposition of vehicle
Operations	Operating Instructions/Manuals	C		D	N	N	Until disposition of vehicle
Operations	Service Requests	2	3	5	N	N	GC 60201 et seq;
Operations	Smog Certificates	S	3	3/AD	N	N	3 years after disposition of vehicle
Operations	Tire Records	C		DR	N	N	Destroy when no longer relevant
Admin	Underground Service Alert Requests-Customer	P		P	Y	N	Filed in customer files
Admin	Underground Service Alert Requests-General	1	1	2	N	Y	
Operations	Vehicle Inspection Records (Pre-Trip)	D		D	N	Y	Until disposition of equipment
Admin	Vehicle Registration & Title Documentation	UD		D	N	N	Until disposition of vehicle
	Plant--Mechanical Equipment						
Operations	Communications (Cell Phones, Radios, Telemetry)	UD		UD	N	Y	
Admin	Emergency Generator Permits & Reports	5	5	10	Y	Y	17 CCR 93116; H&S 42303
Operations	Emergency Generator Run Logs	5	5	10	Y	Y	" "
Operations	Equipment Certificates (includes SCBA)	UD		UD	N		
Operations	Equipment Inventories	S		P	N		Permanent fixed asset record
Operations	Maintenance/Repair Records	L		3/AD	N		3 yrs after disposition of equipment
Operations	Operating Instructions/Manuals	L		UD	N		Until disposition of equipment
Operations	Work Orders/Service Requests-Utility Copy	2	1	3	N	Y	
Admin	Work Orders/Service Requests- Customer File	P		P	Y	N	
	Safety Training						
Admin	Safety Committee	5	2	7	Y	Y	
Operations	Safety Programs, Regulations/Correspondence	P		P	Y	S	GC 60201
Operations	Safety Programs, Regulations, Memos	P		P	Y	S	GC 60201
	Sewer						
Operations	Sewage Flows and I&I Information	2	4	5	N	N	40 CFR 122.41
Operations	Sewer Overflow Reports	CL	5	CL+5	Y	N	GC 60201
Operations	Sewer System Maintenance & Repairs	1	P	P	N	N	Includes work orders & TV projects; CY in Op Spec III office, then to Crew Room
Admin	Sewer System Map Update/GPS Cleanouts	P	P	P	N	N	40 CFR 141.91; 6 USC133
	Water (Health & Safety)						
Operations	Alpha Analytical Laboratory (Chain of Custody)	12		P	Y	N	(no longer in business, per Jesse)
Admin	Annual Report to CA Dept. of Public Health	12		P	Y	N	40 CFR 141.91
Operations	Aquifer Data	P		P	Y	N	GC 60201 et seq.
Admin	Backflow Customer Letters & Test Reports	3		P	Y	Y	See customer files; 17 CCR 7605(f)

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

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Office of Record (File Location)	Record Description	Retention/Disposition					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	
Admin	Backflow Testing Procedure	C/S		S	Y	Y	
Operations	Badger Meter – Informational						GC 60201 et seq.
Operations	CA Dept of Public Health Bac T Samples & Correspondence	10		P	Y	Y	Filed by year; 40 CFR 141.33
Operations	Calgon Water Treatment – Informational	DR		DR	N	DR	Destroy when no longer relevant
Operations	Caustic Soda Certificates	10		P	Y	N	Filed by year; 40 CFR 141.33
Operations	Confined Space Permits (incl Gas Detector Downloads)	L	3	L+3	N	L+3	District document
Operations	Cranmer Chain of Custody	12		P	Y	N	40 CFR 141.91
Operations	Creek Samples	12		12	N	N	Filed by year
Operations	Emergency Response Plan/Notifications	C/S		C/S	Y	Y	
Operations	Hazardous Materials Business Plan--COPY	P		P	Y	N	29 CFR 1926.59; 29 CFR 1926.65(A)
	Training Materials	S	2	S+2	N	Y	Cal Code Reg 3204(d) et seq
	Underground Storage Tanks	P	2	P	Y	N	GC 60201 et seq
Operations	Lead Information	DR		DR	Y	DR	Informational only
	Lead & Copper Test Results	P		P	Y	Y	
Admin	Leak Detection & Notifications	P		P	Y	N	Filed in customer files
Operations	Material Safety Data Sheets (MSDS)	5/S	P	P	N	N	Copies in Library, Well Sites, Fire Dept; 29 CFR 1627.3(b)(11), 8 CCR 3204(d)(1) et seq., GC 12946, 60201
Operations	Meter Change-Outs	P		P	Y	N	Filed in customer files
Operations	Monthly Meter Reads	AU	3	AU+3	N	Y	Destroy in 4 th year
Operations	Precipitation Data	P		P	Y	N	
Operations	Production Logs	P		P	Y	N	See individual well files; 40 CFR 141.33
Admin	Sanitary Survey Reports, Summaries	P		P	Y	N	40 CFR 141.33 (not less than 10 yrs)
Operations	System Leak Reports	3	4	7	Y	Y	GC 60201 et seq; Binder in Op Spec III Office
Operations	System Map	P	P	P	N	N	40 CFR 141.91; 6 USC133
Operations	Telemetry System (SCADA)	2		2	N	Y	Paper copies only; electronic record is P
Operations	Water Quality—Consumer Confidence Reports	P		P	Y	Y	40 CFR 141.33
Operations	Water Quality Complaints	P		P	Y	Y	Copy to customer files
Operations	Water Sample General Information, Regulations	C/S		C/S	N	D/R	Contains several agencies information
Operations	Water Sample Reports-DOPH Bac T Reports	12		12	Y	N	Filed by year; 40 CFR 141.33
Admin	Water Sample Reports-Chemical Analysis	12		12	Y	N	Filed in each well folder; 40 CFR 141.33
Operations	Water Sample Reports-Chemical Analysis Copy	12		12	Y	N	Includes Chain of Custody; 40 CFR 141.33
Operations	Water Sample Reports-Iron Bacteria/Iron Crypto	12		12	Y	N	Filed by year; 40 CFR 141.33
Operations	Water System Reports-Microscopic Particulate	12		12	Y	N	40 CFR 141.33

AD=After Disposition; Archived=Blue; A/E=After Expiration; AU=Audit; C=Current; CL=Completed; CY=Current Year; D=Destroy; D/R=Destroy when no longer relevant; E=Expiration; L=Life; P=Permanent; S=Superseded; UD=Until Disposition

RECORDS RETENTION SCHEDULES (Implemented 03-31-20)

Revised: 09-15-09; 10-20-09; 11-18-09; 01-12-10; 03-24-10; 04-13-10; 05-19-10; 05-24-10; 06-08-10; 07-27-10; 08-20-10; 10-21-10; 11-18-10; 12-06-10; 02-17-11; 03-21-11; 04-04-11; 06-23-11; 07-27-11
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Office of Record (File Location)	Record Description	<u>Retention/Disposition</u>					Explanation/Comments
		Active	Inactive	Total	Scan	Destroy Original	

Operations	Water Sample Reports-pH & chlorine logs	12		12	Y	N	Done every 5 years; 40 CFR 141.33
Operations	Water Sample Reports-Turbidity Reports	12		12	Y	N	40 CFR 141.33
Operations	Water System Maintenance & Repairs	P		P	N	N	
Operations	Water Tanks—Security, Maintenance	P		P	N	N	

TO BE RESCINDED



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-1
4 Pages

FIRE DEPARTMENT REPORT

DATE: March 26, 2024
TO: District Board Members
FROM: Brad Chisholm, 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: OVFD Information for **Feb. 20 - March 19**

Training:

EMS: Protocol Review; Documentation; Cardiac Monitor; Protocols

Fire/Rescue: 140 total hours

Building Construction; Initial Attack considerations; Ice Rescue; IDLH Recognition; Respiratory Protection; Driver Training; Ice Rescue; SCBA; Air Management; Master Stream Operations; World Cup Comms/IC/IAP; Fire Attack; Search; Carbon Monoxide/CGI; Area Familiarization

Public Education:

Fire Drill at Lake Tahoe Preparatory Academy

Fire Prevention/Inspections:

Plan Checks: 7; Building Final: 0; Sprinkler Rough: 0; LPG: 1, STR DSI: 0; Real Estate DSI: 0; Tent: 0; Solar/ESS: 0; DSI Commercial: 0

Other: Creekside Charter School inspection; World Cup inspections

Equipment:

E21 4x4 fixed; E21 Pump seals replaced

Overtime (OT) & Forced Overtime (FOT) Hours:

Regular OT hours for Current period: 189 (91 hrs. were Seasonal FF)
Forced OT hours for Current period: 23 hours
Days since last report dropped to staffing level of three FFs on duty: 4
Year to Date OT hours: 482
Year to Date FOT hours: 23

Emergency Calls:

Please see attached pages
Total calls for the period: 95
Year to Date 2024 calls: 223 (YTD 2023: 270)

Notable Items:

Meeting with Caltrans and USFS/TNF
World Cup Feb. 23-25, 2024
Surplus items bid period closed March 20th
Met with prospective OVPSD GM
Winter Wondergrass: April 5-7

Staffing and Employment:

FF/Paramedic assessment scheduled for April 9th
Erickson family leave 3/28-4/10. Halterman Denali bid May/June

ATTACHMENTS: Incident Type Reports

DATE PREPARED: March 20, 2024

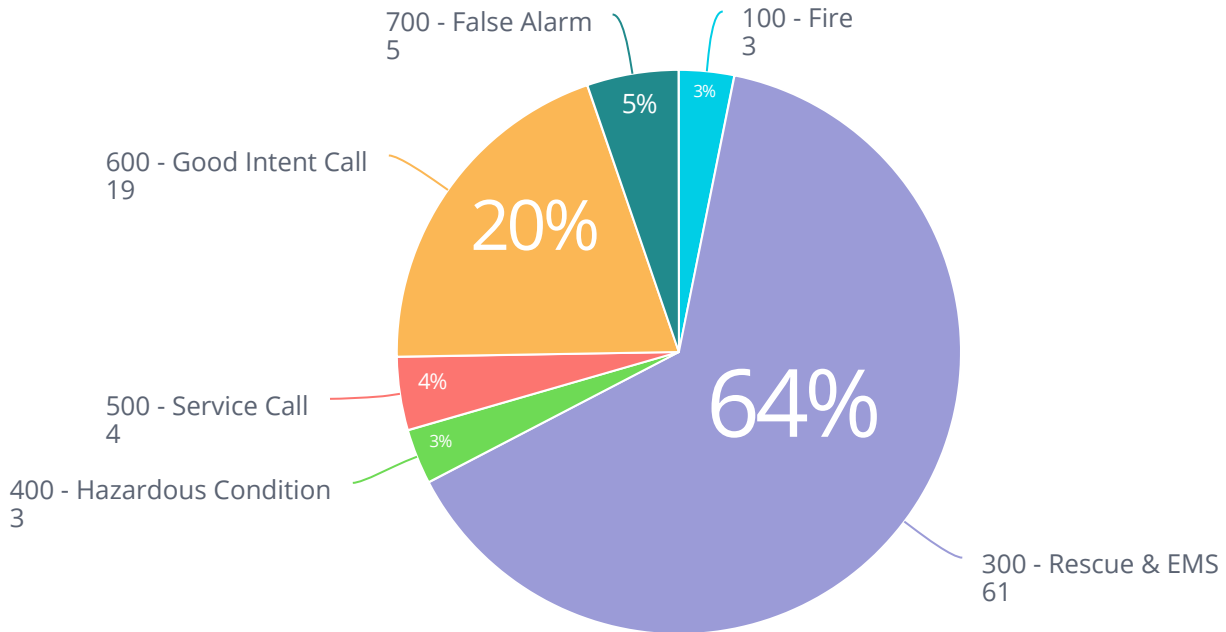
Call Data by Incident Type (Board Report)

Mar 20, 2024 9:42:53 AM [Fire Incidents](#)

Filter statement

Filters **Date Range** 2/20/24 to 3/20/24

Call volume by incident type group



Total Incident Amount

95

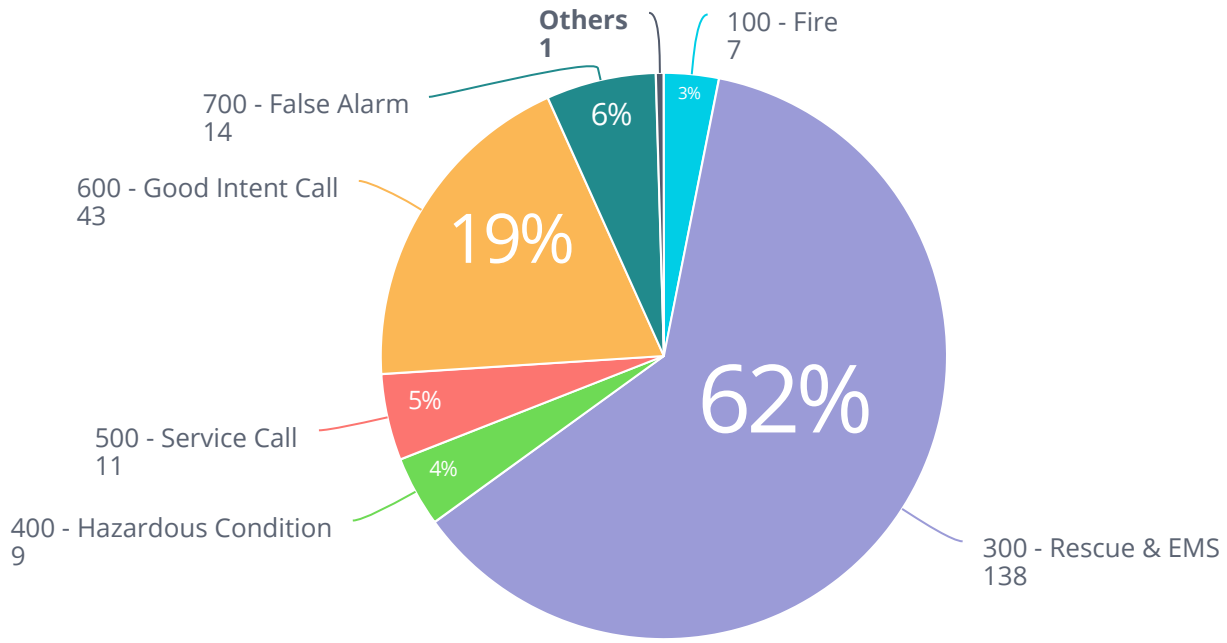
Call Data by Incident Type (Board Report)

Mar 20, 2024 9:45:10 AM [Fire Incidents](#)

Filter statement

Filters **Date Range** 1/1/24 to 3/20/24

Call volume by incident type group



Total Incident Amount

223



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-2
4 PAGES

WATER & SEWER OPERATIONS REPORT

DATE: March 26, 2024

TO: District Board Members

FROM: Brandon Burks, Operations Manager

SUBJECT: Operations & Maintenance Report for February 2024 – 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 2024

Water Production:		7.23 MG
Comparison:		0.51 MG more than 2023
Sewer Collection:		9.67 MG
Comparison:		0.99 MG less than 2023
Aquifer Level:	February 29, 2024:	6,187.6'
	February 29, 2023:	6,187.7'
	Highest Recorded:	6,192.0'
	Lowest Recorded:	6,174.0'
Creek Bed Elevation, Well 2:		6,186.9'
Precipitation:	February 2024:	12.35
	Season to date total:	32.30"
	Season to date average:	37.33
	% to year to date average:	86.52%

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 2023 through September 2024.
- 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 twelve leak/high usage notifications.
- Responded to zero after-hours customer service calls.

Sewer

- Responded to one after-hours customer service calls.

Vehicles and Equipment

Vehicles

- Cleaned vehicles and checked inventory.

Equipment

- Cleaned equipment.

Operations and Maintenance Projects

1810 Olympic Valley Road (Old Fire Station)

- Inspected and tested the generator.
- General housekeeping.

305 Olympic Valley Road (Administration and Fire Station Building)

- Inspected and tested the generator.

Water System Maintenance

- Three bacteriological tests were taken in February: one at 1810 Olympic Valley Road, one at Everline Resort and one at Zone 3 Booster Station; All three samples were reported absent.
- Leak detection services performed: two.
- Customer service turn water service on: zero.
- Customer service turn water service off: two.
- Responded to zero customer service calls with no water.

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 12.35", Palisades Tahoe Snotel: 9.20".

Administration

- Monthly California State Water Boards report.

Services Rendered

- Underground Service Alerts (3)
- Pre-remodel inspections (0)
- Final inspections (0)
- Fixture count inspections (0)
- Water service line inspections (0)
- Sewer service line pressure test (1)
- 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 15, 2024

Olympic Valley Public Service District - Monthly Water Audit Report

Audit Month: February Report Date: March 26, 2024 Performed By: Brandon Burks
Year: 2024

Meter Reader: Jason McGathey Reading begin Date & Time: 2/28/24 8:30 AM
Reading end Date & Time: 2/28/24 1:30 PM
Total lag time: 6 Hours

Begin Audit Period: 1/31/24 12:00 AM
End Audit Period: 2/28/24 12:00 AM

Total Metered Consumption for audit period specified (including hydrant meters): 6,299,373

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: 7,019,724

Total Metered/Unmetered Consumption for audit period specified: 6,324,373

Total Water Loss (Production - Consumption): 695,351

Comments: The production totals are different than the monthly report due to a different time frame being used.

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



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-3
2 Pages

ENGINEERING REPORT

DATE: March 26, 2024

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 has been 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
- Special Board Meeting March 13, 2024
- Finance Committee Meeting
- Water & Sewer Committee Meeting
- Mutual Water Company Ad-Hoc Committee Meeting
- Monthly Planning Meeting – Staff
- District Engineer – General Manager Meeting – Weekly
- District Engineer - Assistant Engineer Meeting – Weekly
- Capital Budget Preparation Meetings – Several, staff
- District Engineer Performance Evaluation - GM
- Fire Department Financial Analysis Meetings – several with staff
- Granite Chief A Line Replacement Project Meetings – several, AEC, homeowners, GCEPOA, staff
- Granite Chief A Line Replacement Project Dedication Agreement Meetings – District Counsel
- Granite Chief A Line Replacement Project Improvement Plans Review Meeting – Engineering, Operations
- OVPSD/OVMWC Emergency Intertie Project Emergency Intertie and Mutual Aid Agreement Meetings – DE, MWC, District and Mutual Counsel
- OVPSD/OVMWC Emergency Intertie Project Pre-Bid Meeting

- OVPSD/OVMWC Emergency Intertie Project Waterline Easement Meeting – Mutual Counsel
- GM Recruitment

Capital Projects – Active

OVPSD/Mutual Water Company Emergency Intertie Project

- Bids were opened March 19, 2024. Long Inc. was the responsible low bidder. Staff recommending award to Longo.
- Staff, in conjunction with Mutual Counsel prepared Emergency Intertie and Mutual Aid Agreement for approval by District and Mutual Board in March 2024.
- Staff prepared CEQA NOE Categorical Exemption.
- Staff is assisting Mutual Counsel with waterline easement.
- Construction is anticipated to start Summer 2024.

Water Meter Replacement Project

- Installation of new meters and endpoints is ongoing.

Well 3 Rehabilitation Project

- Staff received bid from Carson Pump for \$38,000.
- Project will include video inspection of well, and chemical and mechanical treatments.
- Project will commence in May and be completed by June 30, 2024.

Granite Chief A Line Replacement Project

- Staff is working the GCEPOA, property owners, and Auerbach Engineering to facilitate the design and construction of the project.
- Staff and District Counsel are preparing the Dedication Agreement and Sewer Line Easement agreements for affected parcels.
- AEC is producing design plans and project will be bid in April 2024.
- Construction anticipated for summer 2024.

Engineering Department Activities – On-Going

- Residential plan reviews and contractor/owner coordination for new and remodel construction
- GIS database updates and Vuetworks implementation
- Water and Sewer Code and Technical Specification updates

ATTACHMENTS: None

DATE PREPARED: March 20, 2024



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT G-4
9 Pages

ADMINISTRATION & OFFICE REPORT

DATE: March 26, 2024

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: Form 700 Statement of Economic Interests

All Board members are required to complete an annual Statement of Economic Interests for filing with Placer County and the State of California Fair Political Practices Commission. Outstanding forms must be submitted to Placer County in advance of the April 1st deadline.

Staff Training – CalGovHR Conference

Jessica Grunst attended the 2024 California Governmental Human Resources Professionals ("CalGovHR") Annual Conference and Expo in Santa Rosa, CA, March 13-15th. The conference held technical workshops on various HR-related topics, including California labor relations, 2024 Public Sector Labor and Employment Law updates, worker's compensation claims review, and recruitment trends. This event hosts over 350 public sector HR professionals providing great training opportunities and networking.

Anticipated increase in Property and Liability Insurance Rates for FY 2025:

At the end of January, the District received a preliminary renewal contribution for property and liability insurance for the 2024-2025 fiscal year. The letter indicates the District will owe approximately \$167,000. After estimated credit incentive points are earned, this will be a 2.5% increase from fiscal year 2024. Increases are mostly due to a 5% increase to the value of covered buildings and contents.

Anticipated Increase in Worker's Compensation Rates for FY 2025:

To assist with the budgeting process, SDRMA released the FY 2024-25 Workers Comp Rates. We anticipate a 4% increase in the cost of the District's annual premium. This is mostly due to reinsurance rates increasing. This is offset by the Experience Modification (EMOD) rate decreasing from 129% to 114%. The EMOD rate is based off a rolling three-year cycle and is a factor of both claims and rate class. The ability of an employer to directly affect his/her EMOD serves as an incentive to control or eliminate workplace injuries. We have done this by implementing several different safety incentive programs, and we feel it has had significant impacts. Some of the safety reward programs are paid time off rewarded bi-annually and monetary incentives paid annually to employees without injuries. We also have monthly safety meetings and bike trail wellness inspections. We are always looking into fresh ideas to keep District staff safe and engaged and welcome any further suggestions.

Spring E-Newsletter Ideas

Staff is preparing the Spring E-newsletter which will focus on providing information about green waste and defensible space and the General Manager transition. Please contact staff with any additional suggestions.

Ensuring Quorum and Prioritizing Attendance

During the recent special meeting, staff was notified of potential absences in the upcoming regular meetings, prompting efforts to ensure we maintain a quorum. Legally, we need to have three Board members participate within the District boundaries to constitute a quorum. While accommodating one absent or remote Board member per meeting is manageable, planning for two threatens the quorum. Acknowledging our Board's dedication and understanding the recent high demands on Directors' time for District business, it remains essential to prioritize in-person attendance to fulfill responsibilities effectively. Staff requests the Board discuss upcoming schedule conflicts and provide guidance regarding the Board meeting schedule.

CSDA Call-to-Action: Contact Federal Representative to Co-Sponsor HR 7525

The California Special Districts Association (CSDA) urges special districts to join forces in a coalition to support H.R. 7525. This bill, titled the *Special District Grant Accessibility Act* aims to codify in federal law a formal definition of "Special District" and would direct federal agencies to recognize special districts as local governments for the purpose of ensuring that districts are eligible to receive appropriate forms of federal assistance, including funding and resources through key grant programs. Unless directed otherwise by the Board, staff plans to fill out an automated form to join the coalition of districts in endorsing HR 7525, as requested in the Call-to-Action from CSDA.

Document Management System (DMS) Project

At the time of writing this report, the following progress has been made to scan and image the District's files.

File	% Complete
Customer Files (Central Filing System)	100%
Subject Files (Central Filing System)	100%
Project Files (Central Filing System)	100%
General Manager's Office	100%
Board Secretary Permanent	100%
Board Secretary Non-Permanent	50%
Financial Reports	100%
Incident Reports (Fire Department)	80%
Accounts Payable	14%

ATTACHMENTS: DRAFT Co-Sponsor Request Letter, Bill H.R. 7525, National Special Districts Coalition Fact Sheet for H.R. 7525.

DATE PREPARED: March 14, 2024

*****DRAFT CSDA COALITION SUPPORT LETTER*****
[LOGOS HERE]

[Date]

Honorable Members of the California Congressional Delegation
U.S. House of Representatives
Washington, D.C. 20515

RE: Support Request – H.R. 7525 *Special District Grant Accessibility Act*

Dear Representatives:

On behalf of California’s more than 2,000 special districts, we respectfully request that you support the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan legislation was overwhelmingly approved by the House Oversight and Accountability Committee on March 7, 2024, and is now awaiting action by the full House. We urge you to work with congressional leadership to ensure that the legislation is considered in a timely fashion.

H.R. 7525 would require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. The bill also would codify in federal law a long-overdue, formal definition of “special district.”

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. For millions of Californians, special districts provide a broad range of essential services and infrastructure including water, flood protection, sanitation, fire protection, parks and open space, healthcare, mosquito abatement, ports and harbors, airports, cemeteries, resource conservation, libraries, electricity, and more.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as “geographic units of government.” As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Again, we urge you to support the *Special District Grant Accessibility Act* and to work with your House colleagues to prioritize passage of this critically important bill. Thank you for considering this request.

[Signatories]

118TH CONGRESS
2D SESSION

H. R. 7525

To require the Director of the Office of Management and Budget to issue guidance to agencies requiring special districts to be recognized as local government for the purpose of Federal financial assistance determinations.

IN THE HOUSE OF REPRESENTATIVES

MARCH 5, 2024

Mr. FALLON (for himself and Ms. PETERSEN) introduced the following bill; which was referred to the Committee on Oversight and Accountability

A BILL

To require the Director of the Office of Management and Budget to issue guidance to agencies requiring special districts to be recognized as local government for the purpose of Federal financial assistance determinations.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Special District Grant
5 Accessibility Act”.

1 **SEC. 2. AGENCY FINANCIAL ASSISTANCE GUIDANCE ON**
2 **SPECIAL DISTRICTS.**

3 (a) REQUIREMENTS FOR AGENCY ACKNOWLEDG-
4 MENT OF SPECIAL DISTRICTS AS GRANT RECIPIENTS.—

5 (1) OMB GUIDANCE.—Not later than 180 days
6 after the date of the enactment of this Act, the Di-
7 rector shall issue guidance that clarifies how an
8 agency recognizes a special district as a unit of local
9 government for the purpose of being eligible to re-
10 ceive Federal financial assistance.

11 (2) AGENCY REQUIREMENTS.—Not later than 1
12 year after the date on which the guidance is issued
13 pursuant to paragraph (1), the head of each agency
14 shall implement the requirements of such guidance
15 and conform any policy, principle, practice, proce-
16 dure, or guideline relating to the administration of
17 the Federal financial assistance programs of the
18 agency.

19 (3) REPORTING REQUIREMENT.—Not later than
20 2 years after the date of the enactment of this Act,
21 the Director shall submit to the Committee on Over-
22 sight and Accountability of the House of Represent-
23 atives and the Committee on Homeland Security and
24 Governmental Affairs of the Senate a report that
25 evaluates agency implementation of and conformity
26 to the guidance issued pursuant to paragraph (1).

1 (b) DEFINITIONS.—In this section:

2 (1) AGENCY.—The term “agency” has the
3 meaning given the term in section 552 of title 5,
4 United States Code.

5 (2) DIRECTOR.—The term “Director” means
6 the Director of the Office of Management and Budg-
7 et.

8 (3) FEDERAL FINANCIAL ASSISTANCE.—The
9 term “Federal financial assistance”—

10 (A) means assistance that a non-Federal
11 entity receives or administers in the form of a
12 grant, loan, loan guarantee, property, coopera-
13 tive agreement, interest subsidy, insurance, food
14 commodity, direct appropriation, or other as-
15 sistance; and

16 (B) does not include an amount received as
17 reimbursement for services rendered to an indi-
18 vidual in accordance with guidance issued by
19 the Director.

20 (4) SPECIAL DISTRICT.—The term “special dis-
21 trict” means a political subdivision of a State, with
22 specified boundaries and significant budgetary au-
23 tonomy or control, created by or pursuant to the
24 laws of the State, for the purpose of performing lim-
25 ited and specific governmental or proprietary func-

1 tions that distinguish it as a significantly separate
2 entity from the administrative governance structure
3 of any other form of local government unit within a
4 State.

5 (5) STATE.—The term “State” means each of
6 the several States, the District of Columbia, each
7 commonwealth, territory, or possession of the United
8 States, and each federally recognized Indian Tribe.

○

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732