

# **Kirkwood Meadows PUD Communications Committee Meeting Minutes FINAL**

**February 3, 2014**

## **In Attendance**

Committee Members: Chairmen Bob Epstein and Director Robert Ende

Staff: Manager Sharp, Jill Campbell and Kelly McBride

Community Members: Cheryl Stern, Anne Flore Perroud and Melene Smith

### **1. Approval of Minutes**

The minutes from the January 7, 2014 meeting were approved with minor changes.

### **2. Web Site Launch**

Jill Campbell noted that account numbers have been added to the customer bills that are being printed as well as the PDF version and a statement has been added to the website to encourage sign ups. Chairman Epstein noted the changes that will happen in February will be to move the One Call Now over to a new system and begin the ability to alarm out abnormal meter readings. A discussion ensued with regards to the new water meters.

Kelly McBride reported that she has sent out the first set of "payment processed" notifications and these will go out every time a payment is processed.

### **3. Web Content and Plans for New Content**

Manager Sharp reported that he did begin the process of taking staff pictures to add to the website and will continue until we have everyone. Cheryl Stern has done some work on the Safety page and will post it once approved. Melene Smith commented on an article that she found on propane listed under Services/ Public Awareness Message that she thought may also be a good addition to the Safety page.

Chairman Epstein recollected a request from a customer to show a graph of the history of the billing statements and stated that he had sent out a prototype and requested input from the Committee. It was the consensus that this would be helpful information. Chairman Epstein stated that every month bills will show usage for water, propane or electricity.

Manager Sharp asked Cheryl Stern to add the Water Stage Alert to the website under News, and the Mello Roos article will be moved to the News Archive. A News Archive will need to be set up by Computer Courage. Jill Campbell will contact Computer Courage to set this up.

### **4. Newsletter**

Manager Sharp stated that the February Newsletter is ready to go out and with a shortened version of the Water Conservation article. Chairman Epstein commented that the appearance of the Newsletter has very much improved. A discussion ensued.

### **5. Update on Livestream Video and Digital Presentations**

Jill Campbell reported that Wired Solutions, our new IT Company, has been working on this issue and has contacted Volcano to see if the delay we are experiencing is a

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bandwidth issue. Wired Solutions has been invited to tune into the Board meeting on February 8<sup>th</sup> to see the delay first hand.

Manager Sharp stated that we will also do a live stream for them so they can actually see what the delay is and how it impacts the presentation.

## **6. Mello Roos Notification**

Manager Sharp stated that we not only posted the Mello Roos notification onto the website but we also sent out a letter to all of the non-affected property owners. This notification will be archived on the website.

## **7. Other Business**

Cheryl Stern reported that KVFD Wine Tasting/BBQ Committee members Anne O'Grady and herself have put together a fund raising letter, with input from Manager Sharp and Rick Ansel that has been sent out to about forty people. This year money is being raised to purchase a wood chipper. A Thank You letter is in the works for any donations received and Anne O'Grady and Cheryl Stern are working on a follow up timeframe to contact these people that have been solicited.

Chairman Epstein asked if donations could be received online and suggested that we email the same list of people with a "donate now" button they could click. Another suggestion was to put together a "Challenge Grant" that would end at the end of February that would match dollar for dollar up to a certain amount. Chairman Epstein stated that we are now set up to receive payments on the KMPUD website and we just need to set it up to decipher what the payment is for, such as Donation or Event (for tickets). A discussion ensued.

Cheryl Stern reported that the KVFD Wine Tasting/BBQ Committee will meet on February 11<sup>th</sup> and she will update the Committee on this discussion. Also a target list for people to call and ask for items to be donated to the Auction/Raffle has been created as well as a list of those people who provide services in Kirkwood. A re-branding of the electronic invitations and the paper invitation is also being discussed. Chairman Epstein also suggested that it may make sense to create a permanent donation page on the website to donate to the KVFD. Manager Sharp stated that we are also pursuing a 501c3 Tax ID number.

Kelly McBride stated that with the changes to the Post Office the bulletin board that was located next to the boxes has been moved to a place that the Community will not see it. A discussion ensued with regards to a better placement and Cheryl Stern offered to inquire with Vail to find a better location.

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Cheryl Stern reported that fifteen candidates that are running for office have confirmed their attendance at the Meet and Greet that is scheduled for February 8<sup>th</sup> from 2:00 – 5:00 p.m. at the KCA Club.

Anne Flore Perroud volunteered to help with any graphic needs.

**8. Next Meeting**

The next meeting was scheduled for Tuesday, March 4, 2014 at 3:30 p.m.