



KIRKWOOD MEADOWS
PUBLIC UTILITY DISTRICT

BOARD OF DIRECTORS
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
33540 Loop Rd., P.O. Box 247, Kirkwood, CA 95646
Telephone (209) 258-4444

REGULAR MEETING OF THE BOARD OF DIRECTORS
Saturday, January 14, 2017 – 8:00am

BOARD MEETING MINUTES

Eric Richert, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Robert Epstein, President

Standish O'Grady, Treasurer
Geoffrey Smith, Assistant Secretary

1. CALL TO ORDER

Determining a quorum present, President Epstein called the meeting to order at 8:00 am. *President Epstein*

2. ANNOUNCEMENTS

General Manager Michael Sharp stated that this Regular meeting is being fed live over the internet and that the public can view this meeting by going to our website, www.kmpud.com and following the appropriate link. If the public would like to make a comment they may send an email to msharp@kmpud.com and the Board will respond. Members of the public should identify themselves when making comments. *Manager Sharp*

3. ROLL CALL

Board of Directors Present: Directors Epstein, Richert, Dornbrook and Smith. *Secretary Dornbrook*
Director O'Grady, participating via teleconference.
Staff Present: Manager Michael Sharp, Brandi Benson, Kelly McBride and Sandy McKay.
Others Present: Community Members Judy Flinn and Melene Smith.

President Epstein commented on the feedback he has received from community members regarding staff communications and responsiveness during this last week of blizzards, floods, power outages, avalanches and fire, and congratulated Manager Sharp and staff for their performance during this snow emergency.

4. COMMENTS FROM THE AUDIENCE: None.

5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

Manager Sharp requested to defer on Agenda Item 6.c Fire Service Master Plan, and 6.d USFS Prescribed Burns, both due to weather.

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of November 12, 2016 and Special Board Meeting Minutes of December 9, 2016**
Approve November 12, 2016 and December 9, 2016 Board Meeting Minutes.
- b. **Current Consent for Claims**
Approve Current Consent for Claims
- c. **Receivables / Shut Offs**
Review current Receivables/Shut Offs Report.
- d. **Approve Ordinance 17-01 Raising the District's Line of Credit with Bank of the West from \$250,000 to \$400,000.**

Moved Richert / Second Smith / Epstein Yes / Dornbrook Yes / O'Grady Yes / Richert Yes / Smith Yes to adopt the Consent Calendar as presented.

7. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION

None.

GENERAL MANAGER UPDATE ON WEATHER RELATED ISSUES

Manager Sharp provided an update on District operations as a result of the 8 inches of rain and 16 feet of snow Kirkwood has received over the last 10 days. Flooding impacted the East Lift Control Room, requiring staff to notify East Meadows and KMA homeowners of limited wastewater capacity via the emergency notification system and emails, while 10 feet of snow in four days which reduced roadways in Kirkwood to one lane. SR 88 has been closed in both directions five of the first 13 days in January. Snow Removal staff has been working 12-hour shifts.

The Out-Valley powerline went down at 11:30pm on 1/10; the Powerhouse has been and continues to operate 24/7 staffed with 2 shifts daily (with the exception of an outage on 1/11 due to snow-clogged ventilation of one of the radiators). Great Basin has been notified; PG&E did a fly-over on 1/13 and determined the location of the Out-Valley outage. Estimated time to repair is up to two weeks; PG&E and Wilson are mobilizing equipment and staff will continue to coordinate with them to re-energize the line.

The KVFD responded to a fire in the boiler room of Sun Meadows 4 on 1/11 which may have been caused due to overheating of a ventilation fan/clogged exterior vent. Also occurring sometime between 1/10 and 1/11 were a couple of in-valley avalanches, causing significant damage to three homes in East Meadows; no injuries, owners contacted and utilities have been shut off.

Staff are tallying the storm-related expenses to the District, which include repair of the East Lift pumps, Out Valley line contracting and equipment, Powerhouse diesel, overtime labor, among others. Director Smith noted the importance of having a central place between the Resort and District to get information during snow emergencies.

Action items as a result of issues encountered during the first two weeks of January include:

- Staff to research availability and cost of additional (used) propane tank from KIVA (Operations Committee).
- Staff to continue with Snow Removal equipment purchases.
- Staff Fire Department daily during the winter.
- Staff to research availability of a drone service to fly over Out Valley (Operations Committee).
- Staff to continue to remove snow around Powerhouse radiators to prevent overheating of ventilation fan, and research getting locks for radiator shut-offs.
- Research UPS or battery storage at the WWTP.
- Provide emergency notifications on Website.

8. ITEMS FOR BOARD ACTION

- a. **Discussion and Possible Action Regarding the District's Financials.** *Accounting Manager McBride*

Lead: Finance Committee

Accounting Manager McBride presented the November Financials, December Prelims and Cash Flow, noting known budget variances, and answered questions from the Board.

- b. **Presentation and Possible Action on the Assumptions to be Used in the 2017 Rate Study Adjusting the Calculation Methodology and Amount of Water, Wastewater, Solid Waste, Irrigation and Construction Water Rates Effective July 1, 2017.** *Manager Sharp*

Manager Sharp stated that staff has met with the Finance Committee to discuss two of the GM's Objectives for this fiscal year: (1) to revise the methodology for calculating Base Rates for the Water and Wastewater departments to make consistent with the Electric and Propane departments; and (2) to increase Water, Wastewater, Irrigation, Fire and Solid Waste rates as little as possible while achieving the operating results in the 2016-2017 Budget. The goal is to make these departments self-sufficient and eliminate the current need to subsidize them from another fund. After a lengthy discussion on the details and considering the comments received today, Manager Sharp will have a draft Rate Study 2017, Ordinance and Public Hearing notice for review by the Finance Committee and at the next Board meeting, noting the effective date of these new rates may need to be pushed to August 1st.

- c. **Discussion and Possible Action Regarding the Update of the Fire Service Master Plan.** *Assistant General Manager Ansel*

Lead: Planning Committee

Deferred to 2/11/17 Board Meeting. A meeting will be scheduled with Directors Richert and Smith to discuss financial aspects of the Plan beforehand.

- d. **TIMED ITEM 9:00AM Presentation by Rick Hopson, District Ranger, USDA Forest Service, Amador Ranger District and Possible Action on the Caples Ecological Restoration Project (Prescribed Burn) Impacting the Forest to the North of Kirkwood.** *Manager Sharp*

Deferred to 2/11/17 Board Meeting due to Spur being closed.

- e. **Discussion and Possible Action on Volcano Vision's Response to Complaints of Poor Television Reception and Follow Up on District's Material Breach Notification.** *Manager Sharp*

Manager Sharp reported that the District issued a letter to Volcano on 12/13/2016 formally notifying them of a 30-day timeline to resolve customer complaints as discussed in detail at the last two Board meetings. Volcano responded by letter dated 12/28/2016 that steps have been taken to resolve their system-wide issues, while still working on specific locations. Any future complaints will be logged by District Customer Service staff, who will also be able to monitor any system-wide issues via a TV provided by Volcano and set up at the Front Desk. District staff believes Volcano has made a good effort to identify, respond and correct issues, and therefore staff recommends notifying Volcano that the District is satisfied with their actions taken to correct such material breach, while continuing to monitor their level of service.

- f. **Discussion and Possible Action on Developing a Program to Install GPS Tracking Units on Snow Removal Equipment to Gather Data for Customer Service, Productivity and Confirming Contract Rates.** *Manager Sharp*

Lead: Information Technologies Committee

President Epstein reported that customers can now request snow removal via email and receive confirmations automatically, about 35 minutes after plowing is done. Data collected has enabled staff to see that between January 9 and 13, when 125 inches of snow fell, staff spent 635 hours on snow removal. This data will be integrated with customer accounts and allows Snow Removal staff to receive requests via text instead of radio or phone, making their job easier while improving customer service. Staff will research the possibility of installing a fueling station at the Powerhouse to reduce the number of trips back to the WWTP.

- g. **General Update and Possible Action Regarding Ongoing Issues with PG&E:** *Manager Sharp*
Lead: PG&E Ad Hoc Committee

- i. **Continued Discussion and Possible Action on the Cost of Ownership Charges on the PG&E Sub Station Work.**

- ii. **Continued Discussion of Possible Alternatives to the Construction of a Potential Switch Station Project Including an Update on Obtaining Appraisals on the Value of the 115kV Line.**

Manager Sharp reported staff continues to work with Ernst Young on a Statement of Work for the appraisal of the 115kV line, sharing technical information so EY has a better understanding of District concerns. A meeting has been tentatively scheduled at PG&E's office in San Francisco on January 19 with District representatives Bob Epstein, Standish O'Grady, Michelle Gamble and Michael Sharp to meet David Rubin's replacement and get the new V.P. up to speed regarding the District's goals on our issues.

- iii. **Discussion and Possible Action on PG&E's Planned Outage from April 10 through May 15, 2017.**

Regarding the spring 2017 PG&E power outage, Manager Sharp reported that staff is working with Exponential Engineering and PG&E on this planned outage, and stated that if PG&E were to serve Kirkwood through their Salt Springs hydro station, many issues would be resolved.

- h. **Update and Possible Action on the Installation of Electric Vehicle Charging Stations in Kirkwood and Potential Further Action by the District.** *Manager Sharp*

Lead: Planning Committee

Director Richert stated that as previously noted, Vail has installed four Tesla and two Universal charging stations, located in the VIP parking lot against the stairwell leading up to the Plaza. Director Richert reported that Staff will continue to work with the Planning Committee on further items of interest that include researching grants from the CEC (California Energy Commission), EPA and other possible sources related to planning for the anticipated increase in demand for additional charging stations in Kirkwood.

- i. **Discussion and Possible Action Related to District's Research and Efforts to Improve the Efficiencies and Minimize the Losses of Each Department as Measured in Performance Reporting.** *Electric/Propane Manager Benson*
Lead: Operations Committee
Electric/Propane Manager Benson gave the Performance Report.

9. GENERAL MANAGER REPORT

- a. **Caltrans – Ice Box Issue.** District staff continue to work closely with Alpine Supervisor Terry Woodrow on setting a meeting with Caltrans to discuss safety concerns with this area.
- b. **Public Safety Officer.** A scheduled meeting with Alpine County officials was postponed due to weather and is being rescheduled for a later date. Staff is also trying to reschedule a meeting with Amador County Supervisor Lynn Morgan re Fire Department funding; Director Smith will also attend this meeting.
- c. **Telecommunications Line.** Staff continue to press Edge Communications for a permanent solution to water/ice intrusion that can take down the T-1 line at Silver Lake Bridge and the Bear River spillway.
- d. **Out Valley Tree Removal.** At Director Dornbrook's suggestion, staff will coordinate with an arborist to remove the 120-foot tall dead tree in conjunction with PG&E's clearance to repair the 34.5kV line.
- e. **California Drought.** One year ago, only 3% of California was considered not be in a drought; as of January 10, 42% of California is no longer in drought conditions (Source: U.S. Drought Monitor).
- f. **Promotions.** With Rick Ansel recently promoted to Assistant General Manager, Manager Sharp was pleased to announce the promotion of Brandi Benson to the position of Assistant Manager, Operations, and Shawn Trevett to Fire Chief. He thanked the Board's support, and stated both promotions are well deserved.

10. **OPERATIONS REPORT** *Assistant General Manager Rick Ansel*
Deferred due to weather.

11. STANDING COMMITTEE REPORTS

The Finance and Planning Committees meet monthly; Operations, Personnel and IT Committees meet every other month.

- a. **Finance Committee.** Chair O'Grady reported that the Finance Committee met on January 10 and everything has been covered herein.
- b. **Planning Committee.** Chair Richert reported the Planning Committee met on January 12, and stated everything has been covered herein.


12. GENERAL DISCUSSION

Director O'Grady requested staff email Board Members a summary of lessons learned from the first 14 days of this January.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00am.

(The next Regular Board Meeting is Saturday, February 11, 2017 at 8:00am)


Sandy McKay, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District