



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

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**Saturday, February 1, 2020 – 8:00 AM**

**BOARD MEETING MINUTES**

Robert Epstein, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Eric Richert, President

Standish O'Grady, Treasurer  
Bertrand Perroud, Assistant Secretary

**1. CALL TO ORDER**

*President Smith*

Determining a quorum present, President Richert called the meeting to order at 8:04am.

**2. ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present:  
Board of Directors Absent:  
Staff Present:

President Richert, Directors Dornbrook, and Perroud  
Directors Epstein, and O'Grady  
General Manager Erik Christeson, Operations Manager Brandi Benson, Administrative Manager Kelly McBride, Clerk of the Board Jessica Gillies, and Technology Specialist Drew Meteer  
Terry Woodrow (Alpine County Supervisor, District 4)

Others Present:

**3. ANNOUNCEMENTS**

*Assistant General Manager Ansel*

General Manager Christeson welcomed members of the public to this special board meeting and public hearing, stating this meeting is being fed live over the internet and the public can view this meeting by going to our website and following the appropriate link. If the public would like to make a comment, they may send an email to [echristeson@kmpud.com](mailto:echristeson@kmpud.com) and the comments will be read under the public comment portion of the associated agenda item.

**4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR**

None

**5. PUBLIC HEARING** Public Hearing to receive public input and discuss the Proposed Adjustment of Solid Waste Service Charges.

- i. Discussion and possible approval of Ordinance 20-01 Solid Waste Service Charges

President Richert opened the Public Hearing at 8:05am to receive public input and discuss the proposed adjustment of Solid Waste service charges to reflect the Fifth ACES Contract Amendment, including possible adoption of Ordinance 20-01 Solid Waste Service Charges. President Richert detailed one letter of protest received. Discussion ensued. Hearing no additional questions, comments, or protests from the audience, President Richert closed the Public Hearing at 8:10am.

Director Perroud motioned in accordance with Proposition 218, the Board finds that the District did not receive over 50% protests to the proposed adjustment of Solid Waste Service Charges. Director Dornbrook seconded the motion and it carried by the following voice vote:

**AYES:** President Richert, Directors Dornbrook, and Perroud

NOES: None

ABSENT: Directors Epstein, and O'Grady

ABSTAINING: None

Director Dornbrook motioned to adopt Ordinance 20-01 Adopting Solid Waste Service Charges. Director Perroud seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Dornbrook, and Perroud

NOES: None

ABSENT: Directors Epstein, and O'Grady

ABSTAINING: None

#### 6. COMMENTS FROM THE AUDIENCE

None

#### 7. ADOPTION OF CONSENT CALENDAR

- a. Regular Board Meeting Minutes of January 11, 2020  
Approve January 11, 2020 Regular Board Meeting Minutes
- b. Current Consent for Claims  
Approve Current Consent for Claims
- c. Receivables/Shut Offs Report  
Review Receivables/Shut Offs Report.
- d. Appointment of Tina Coleman to the Planning Committee  
Approve Appointment of Tina Coleman to the Planning Committee
- e. Appointment of Anh Oppenheimer to the Communications Committee  
Approve Appointment of Anh Oppenheimer to the Communications Committee

Director Dornbrook motioned to approve the Consent Calendar as presented. Director Perroud seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Dornbrook, and Perroud

NOES: None

ABSENT: Directors Epstein, and O'Grady

ABSTAINING: None

#### 8. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION:

None

#### 9. ITEMS FOR BOARD ACTION

- a. Finances. Discussion and possible action regarding the District's financials. *Administrative Manager McBride*
  - i. December Financials. Due to the early timing of this Board meeting only December Financials are available. Total Revenue Account by Fund was presented. Combined Income Statement was presented noting Operating Revenues for December are down from plan and year-to-date revenue is up from plan. Proceeds from the Greenhouse Gas

Auction are noted under Other Revenue. Income Statements for each department were presented.

- ii. Cash Flow. Nothing new to report.
- iii. Budget Variance Tracking. Playground expenses were added to Budget Variance Tracking.

Discussion ensued throughout Manager McBride's presentation.

- b. **Performance Reporting and Aquifer Levels.** Discussion. *Operations Manager Benson*

Operations Manager Benson noted that Performance Reporting is not available due to the early timing of this Board meeting. Aquifer levels through January 28 were presented along with details from Water/Wastewater Supervisor Dornbrook regarding aquifer level monitoring. Discussion ensued.

- c. **Holidays and Holiday Pay.** Discussion and possible action. *President Richert*

General Manager Christeson summarized discussions with staff and the Personnel Committee regarding Christmas and New Year's days being added to the defined District holidays. Details of the proposal regarding fiscal impact and impact to Operations were discussed. President Richert stated the Personnel Committee recommends approval.

Director Dornbrook motioned to amend the Personnel Policy and the Employee Handbook to allow Christmas and New Year's Days to be defined District holidays and the floating holidays granted on the first of January be reduced from four (4) to two (2). Director Perroud seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Dornbrook, and Perroud

NOES: None

ABSENT: Directors Epstein, and O'Grady

ABSTAINING: None

- d. **General Manager Employment Contract Amendment #1.** Discussion and possible action. *General Manager Christeson*

President Richert summarized the Closed Session discussion that took place at the January 11 Board meeting regarding the General Manager Employment Contract and detailed proposed amendments to the contract. It was the consensus of the Board members present to table this Agenda Item to the March 14 Board meeting when all Board members will be present.

- e. **Playground Expenses.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson detailed expenses incurred and anticipated additional expenses associated with the Playground Committee's work to address issues with the Playground, also known as the Playground Project. Discussion ensued.

Director Dornbrook motioned to approve approximately \$3,500 in Fiscal Year 2019/20 for expenses associated with the Playground Project. Director Perroud seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Dornbrook, and Perroud

NOES: None

ABSENT: Directors Epstein, and O'Grady

ABSTAINING: None

**9. GENERAL MANAGER'S REPORT**

*General Manager Christeson*

General Manager Christeson reported on:

1. California Municipal Utilities Association Legislative Visit.
2. Water/Wastewater 218 Process
3. Highway 88 Electrical Connections

**10. OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. Out Valley/USFS Hazard Tree Mitigation
2. Wastewater Report of Waste Discharge

**11. STANDING COMMITTEE REPORT**

**a. Planning Committee**

Director Perroud reported on Committee discussions regarding:

- Planning Committee Charter review
- Alpine County Excise Tax
- Heat Pump Study

**b. Communications Committee**

Has not met since the last Board meeting.

**c. Finance Committee**

Has not met since the last Board meeting.

**d. Operations Committee**

Director Dornbrook reported the Operations Committee viewed a presentation by Lumos & Associates regarding a proposal for a new Wastewater Treatment Plant

**e. Personnel Committee**

President Richert reported on Committee discussions regarding staff training and legislative visits.

**12. TEMPORARY ADVISORY COMMITTEE REPORT**

All items were covered.

**13. GENERAL DISCUSSION**

Director Perroud suggested staff create a document outlining guidelines for all new construction.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:08am.

*(The next Regular Board Meeting is Saturday, March 14 at 8:00am)*

  
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Jessica Gillies, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District