



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, March 9, 2019 – 8:00 AM**

**BOARD MEETING MINUTES**

Eric Richert, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Geoff Smith, President

Standish O'Grady, Treasurer  
Robert Epstein, Assistant Secretary

**1. CALL TO ORDER**

*President Smith*

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

**2. ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present:

President Smith, Directors Richert, Epstein, Dornbrook, and O'Grady

Staff Present:

General Manager Erik Christeson, Assistant General Manager Rick Ansel, Assistant Manager Operations Brandi Benson, Assistant Manager Administration Kelly McBride, Clerk of the Board Jessica Gillies, IT Representative Drew Meteer, Water/Wastewater Superintendent Derek Dornbrook, Field Operations Manager David Waddle, and Snow Removal Supervisor Joe Pellerin

Others Present:

Jeff Brown (Amador County Supervisor), Terry Woodrow (Alpine County Supervisor), Frank Dixon (Kirkwood Property Services), Bertrand Perroud (Kirkwood Meadows Association), Judy Flinn (Kirkwood Meadows Association), Nancy Trevett (Kirkwood Meadows Association), Peter Tuxen (East Meadows Association), Cheryl Stern (Lost Cabin HOA)

**3. ANNOUNCEMENTS**

*Assistant General Manager Ansel*

General Manager Christeson welcomed members of the public to this regular board meeting and stated this meeting is being fed live over the internet and the public can view this meeting by going to our website, [www.kmpud.com](http://www.kmpud.com) 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 Board will respond. Members of the public are asked to identify themselves when making comments. President Smith noted that Amador County Supervisor, Jeff Brown is attending the Board meeting and thanked him for attending.

**4. COMMENTS FROM THE AUDIENCE:**

None

**5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:**

None

**6. ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes of February 9, 2019**  
Approve February 9, 2019 Board Meeting Minutes
- b. **Current Consent for Claims**  
Approve Current Consent for Claims
- c. **Receivables/Shut Offs Report**  
Review Receivables/Shut Offs Report

Nancy Trevett, Kirkwood Meadows Association (KMA) noted that KMA is changing their payment method.

Director Richert motioned to adopt the Consent Calendar as presented. Director O'Grady seconded the motion and it carried by the following voice vote:

AYES: President Smith, Directors Richert, Epstein, Dornbrook, and O'Grady

NOES: None

ABSENT: None

ABSTAINING: None

**7. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION:**

None

**8. ITEMS FOR BOARD ACTION**

- a. **Finances. Discussion and Possible Action Regarding the District's Financials.** *Assistant Manager, Administration McBride*
  - i. **January Actuals.** Assistant Manager McBride presented the Balance Sheet for January 2019, noting the variance in Total Operating is due to the timing of the receipt of property tax apportionment from Alpine County. The Combined Income Statement was presented, noting year-to-date operating revenues are up from planned and include property tax allocations and payment from Vail for back billing of the pumphouse electric meter. Income Statements were presented for each department noting that the overage in Operations and Maintenance in the General Fund includes roof repairs at the Community Service Building and the overage in Operating Expenses includes vehicle repairs. In the Fire Department Fund, year-to-date total Operating Revenues up from planned is due to funds budgeted for the Fire Funding Study. Contribution Revenues is the value determined for the donation of the Ambulance from Alpine County. In the Wastewater Fund it was noted that the overage in Operations and Maintenance is due to repairs at the Wastewater Treatment Plant. The overage in Contract Services is due to the boundary line adjustment for the parcel that houses the Wastewater Treatment Plant and annual WDR permit reports. In the Employee Housing Fund, it was noted the overage is due to roof repairs at Lava Rock Lodge. January 2018-2019 Income Statement Comparison was presented, noting Total Operating Expenses are up from last year and year-to-date Total Non-Operating net income is down from last year and is due to the timing of receipt of FEMA/CalOES funds.
  - ii. **February Preliminaries.** Actual February Income Statement was presented noting that February and year-to-date revenues are up from planned.
  - iii. **Cash Waterfall.** Due to the timing of the due date for February statements, most of February's Accounts Receivable was received in March, effecting February's Cash Flow. Cash Flow for March is better than planned.
  - iv. **Budget Variance Tracking.** Vehicle repairs were added to Budget Variances.

Questions from Board members and the public were answered throughout the Finance presentation.

- b. **2019/20 Budget Timeline & Assumptions.** Discussion and possible action. *Assistant Manager, Administration McBride*

Assistant Manager McBride summarized the 2019/20 Budget Timeline and Assumptions. General Manager Christeson presented current changes and potential changes to the Budget Timeline and Assumptions. Discussion ensued regarding funding repairs at the Wastewater Treatment Plant.

- c. **Performance Reporting & Aquifer Levels.** Discussion. *Assistant Manager, Operations Benson*

Assistant Manager Benson presented year-to-date and February 2019 Performance Reporting for each department. It was noted the calculation error for the Water Department's losses for the month of November 2018 has been corrected. Discussion ensued regarding Infiltration and Inflow and aquifer levels.

- d. **Potential Merger of Eastern Alpine Fire Department and Kirkwood Volunteer Fire Department.** Discussion and possible action. *Assistant General Manager Ansel*

Assistant General Manager Ansel summarized discussions with Alpine County officials regarding a potential merger of Eastern Alpine Fire Department and Kirkwood Volunteer Fire Department. Benefits and negative aspects of the potential merger were detailed. Discussion ensued regarding the level of emergency services within Kirkwood and potential effects on the relationship between Amador County and the fire department. A brief history of the Eastern Alpine Fire Department was provided.

Director Richert motioned to authorize staff to begin negotiating a merger between Eastern Alpine Fire Department and Kirkwood Volunteer Department. Director O'Grady seconded the motion and it carried by the following voice vote:

AYES: President Smith, Directors Richert, Epstein, Dornbrook, and O'Grady  
 NOES: None  
 ABSENT: None  
 ABSTAINING: None

- e. **General Manager Objectives.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson provided a list of the current General Manager Objectives, reviewed by each of the Committees. Director Richert briefly covered the timeline for completion of the objectives overall. A brief discussion ensued regarding progress.

- f. **Mid-Season Snow Removal Review.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson gave a brief overview of staffing levels, equipment, snow amounts, routes, priority driveway system, future operational considerations, housing, and employee incentives. David Waddle, Field Operations Manager and Joe Pellerin, Snow Removal Supervisor provided a detailed report of issues experienced during snow removal operations. Included in their report were parking issues, snow storage, timing of storms, and type and amount of snow. Discussion ensued regarding staffing, training, housing, towing vehicles, and educating HOAs in order to assist snow removal operations. Staff to prepare an Action Plan by the April Board meeting. Discussion ensued regarding staffing levels and solutions to the labor shortage.

- g. **Prioritization of Utilities and Services.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson introduced Water/Wastewater Superintendent Derek Dornbrook and Assistant Manager, Operations Brandi Benson who provided an overview of how snow removal operations effect staffing and operations in their respective departments. Superintendent Dornbrook detailed staffing levels, the use of his staff during snow events to perform snow removal and the effect on operations in the Water/Wastewater Department. Details of managing and operating the Wastewater Treatment Plant were provided including details of maintenance that is deferred when Water/Wastewater staff is utilized to perform snow removal. Assistant Manager Benson detailed the Electric/Propane Department staffing levels and their regular duties. Maintenance and regular duties that are deferred when Electric/Propane operators are utilized to perform snow removal were detailed. Discussion continued regarding staffing levels and solutions to a labor shortage. No decision was made relative to prioritization of utilities and services.

**9. GENERAL MANAGER'S REPORT *General Manager Christeson***

General Manager Christeson reported on:

1. Out of area electric service.
2. Fire Department Funding
3. CAT 950GC Loader
4. Employee Handbook

**10. OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. Fire Department Operations
2. Propane Issues
3. Solid Waste

**11. STANDING COMMITTEE REPORT**

**a. Planning Committee**

Director Richert reported on Planning Committee discussions regarding:

1. Opportunity zone and employee housing.
2. A possible study by UC Berkeley and UC Davis students on the use of heat pumps for supplemental heat for large buildings and snow melt.
3. Inverse Condemnation.
4. Letter to Caltrans regarding frequent closures of Highway 88.

**b. IT Committee**

Director Epstein reported all items were covered.

**c. Operations Committee**

Director Dornbrook reported all items were covered.

**d. Finance Committee**

Director Richert reported on Finance Committee discussions regarding drafting policies to address debt, reserves guidelines, reimbursements, and investments.

**e. Personnel Committee**

President Smith reported all items were covered.

**12. TEMPORARY ADVISORY COMMITTEE REPORT**

Director Richert reported that a Request for Proposal for a special tax is ready to be issued.

**13. GENERAL DISCUSSION**

President Smith discussed a possible change to the July 2019 Board Meeting in coordination with the Kirkwood Summer Festival. Consensus was that the July Board Meeting could take place on Friday, July 5, 2019 at 5:00pm instead of Sunday, July 7, 2019.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:04am.  
*(The next Regular Board Meeting is Saturday, April 13, 2019 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