



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, April 11, 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

Due to mandates by the Governor and the Alpine and Amador County Health Officers to shelter in place and guidance from the CDC to minimize the spread of COVID-19, this meeting took place via video/teleconference.

1. CALL TO ORDER

President Smith

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

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present via Zoom: President Richert, Directors Epstein, Dornbrook, O'Grady and Perroud
Board of Directors Absent: None
Staff Present via Zoom: General Manager Erik Christeson, Operations Manager Brandi Benson, Administrative Manager Kelly McBride, Clerk of the Board Jessica Gillies, and Technology Specialist Drew Meteer
Others Present via Zoom: Terry Woodrow (Alpine County Supervisor, District 4)

3. ANNOUNCEMENTS

Assistant General Manager Ansel

General Manager Christeson welcomed members of the public to this regular board meeting, stating this meeting is being fed live over the internet via Zoom. Members of the public joining the meeting will be automatically muted until President Richert opens public comment. If the public would like to make a comment, they may raise their hand via the Zoom app or press *9 if calling in on a telephone. President Richert detailed changes to the meeting structure and the process for members of the public to comment on Agenda Items.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

None

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of March 14, 2020**
Approve March 14, 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. **Declaration Altering Regular Meeting Location**
Ratify Declaration Altering Regular Meeting Location

Director O'Grady motioned to approve the Consent Calendar as presented. Director Epstein seconded the motion and it carried by the following roll call vote:

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

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. *Administrative Manager McBride*
 - i. **February Financials.** Combined Income Statement was presented noting operating revenues are down from plan and year-to-date revenues are down from plan. Income Statements for each department were presented noting the overage in Operations and Maintenance in the Fire Department is for the purchase of helmets and shields which will be recorded as a depreciable asset. Income Statement Comparison for February was presented highlighting the large variance in Commercial and Residential use between 2019 and 2020 year-to-date.
 - ii. **March Preliminaries.** All revenues are down from plan.
 - iii. **Cash Flow.** March ended the month up from plan due to a delay in capital expenditures.
 - iv. **Budget Variance Tracking** Known variances were updated.

Discussion ensued throughout Manager McBride's presentation.

- b. **Fiscal Year 2020/21 Budget.** Discussion and possible action. *Administrative Manager McBride*
 - i. **Fiscal Year 2020/21 USDA RUS Tier Ratio Suspension.**
Administrative Manager McBride

Manager McBride summarized USDA RUS waiving of borrower covenant requirements for calendar year 2020, including waiving financial reporting requirements. The District will continue to provide all required reports regardless of temporary requirement changes.
 - ii. **Fiscal Year 2020/21 Playground Budget.** *General Manager Christeson*

General Manager Christeson summarized capital projects that have been deferred.

General Manager Christeson summarized the Playground Committee report, status of grant applications submitted, and detailed financial needs moving forward. Director O'Grady summarized funds raised to-date and grants for which the District has applied. Director Epstein provided details of possible timing of completion of the playground

upgrade. President Richert detailed financial needs and provided various methods for funding labor and future playground expenses. Discussion ensued.

Director O'Grady motioned to:

1. Complete Phase 1 during summer 2020 as outlined in the Playground Committee Report, dated April 11, 2020
2. Proceed with general donation requests.
3. Maintain flexibility for the use of additional funds raised.
4. Complete Phase 2 during summer 2021 as outlined in the Playground Committee Report, dated April 11, 2020.
5. Budget the use of property taxes to fund District labor expenses associated with playground construction for Board consideration during the budgeting process.
6. Recommend to the 501(c)(3) to purchase the new playground equipment as proposed in the Playground Committee Report, dated April 11, 2020 or purchase at a better price, if possible.

Director Epstein seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

iii. **Fiscal Year 2020/21 Snow Removal Budget** *General Manager Christeson*

General Manager Christeson summarized the adopted snow removal budget for Fiscal Year 2020/21 and presented projected changes to the capital expenditures for the upcoming year. Discussion ensued.

Director O'Grady motioned to give proceed with the Snow Removal assumptions and budget as presented for Fiscal Year 2020/21.

President Richert seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

c. **Performance Reporting**. Discussion and possible action. *Operations Manager Benson*

Manager Benson presented performance reporting for each department for February and March, noting electric distribution system losses.

d. **Investment Policy 380 Adjustment**. Discussion and possible action. *General Manager Christeson*

General Manager Christeson detailed proposed revisions to Investment Policy 380. Director O'Grady stated, the Finance Committee has reviewed proposed revisions and unanimously recommends approval of the revisions as presented.

Director Epstein motioned to adopt revisions to Investment Policy 380 as presented.

Director O'Grady seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- e. **Summer Festival.** Discussion and possible action. *Assistant General Manager Ansel*

Assistant General Manager Ansel detailed concerns with holding the Summer Festival as planned, due to uncertainty with COVID-19 public health concerns for large public gatherings. Discussion ensued with several alternatives presented to holding the Summer Festival as planned, including the possibility of a virtual event in lieu of the physical Summer Festival. Discussion ensued.

Board consensus is, in lieu of the physical Summer Festival, to hold a virtual event on the Fourth of July, to be determined, including a Silent Auction online. Communications Committee and the Summer Festival Committee will discuss and determine the viability of a virtual Summer Festival event.

9. **GENERAL MANAGER'S REPORT**

General Manager Christeson

General Manager Christeson thanked Community Members, Anne O'Grady, Sandy Goldberg, Beth McAllister, and Theresa Ende for making face masks for District staff.

General Manager Christeson reported on:

1. Vail – Solid Waste
2. Highway 88 Electrical Connections

10. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. COVID-19
2. Wastewater Treatment Plant Failures
3. Power Outage

11. **STANDING COMMITTEE REPORT**

- a. **Finance Committee**
All items were covered.

- b. **Planning Committee**
Did not meet.

- c. **Operations Committee**
Did not meet.

- d. **Communications Committee**
Director Epstein reported on Committee discussions regarding:
- Increasing customer participation in the Renewable Electricity and Propane Offset Program
 - Water and Wastewater Rate Study communications
 - Snow Removal Data

- e. **Personnel Committee**

President Richert reported on Committee discussions regarding open positions including not filling the Customer Service Representative position and changing the Accounting/HR Specialist job description.

12. TEMPORARY ADVISORY COMMITTEE REPORT

Chief Ansel reported that he and Chief Hughes, Eastern Alpine Volunteer Fire Department, have not met.

13. GENERAL DISCUSSION

Director Epstein noted the Water and Wastewater Rate Study Notice Letters are prepared.

Director O'Grady requested future Agenda Topics:

- Wastewater Treatment Plant Rehabilitation Status
- Power Source Switchover between Grid and Powerhouse
- Snow Removal Equipment Status

President Richert inquired with staff if the May 9 Board meeting should be held as a virtual meeting due to COVID 19 health directives. Staff recommends holding the May 9 Board meeting remotely. May 9, 2020 Board meeting will be held remotely via Zoom.

President Richert requested that upcoming Committee meetings be held as scheduled, if needed.

Director Epstein suggested equipping staff desktop computers with cameras for participating in Zoom meetings.

Director Perroud inquired about the timing of Snow Removal Contract pricing.

General Manager Christeson noted the District's Shut-Off Policy, in relation to COVID-19 and Governor Newsom's Executive Orders, will be reviewed at the May 9 Board meeting. It was the consensus of the Board to authorize the General Manager to suspend utility shut-offs until the Board can review the shut-off policy.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:40am.

(The next Regular Board Meeting is Saturday, May 9, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District