



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, May 8, 2021 – 8:00 AM

BOARD MEETING MINUTES

Robert Epstein, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Eric Richert, President

John Schroeder, Director
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 Richert

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

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present via Zoom: President Richert, Directors Epstein, Dornbrook, Perroud, and Schroeder

Staff Present via Zoom: General Manager Christeson, Assistant General Manager Ansel, Administrative Manager McBride, Operations Manager Benson

Others Present via Zoom: Reid Bennet, Howard Hoffman, Patrick O'Donnell, Doug Mitarotonda

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the May 8, 2021 Regular Board meeting. If members of the public would like to make a comment, they can use the raise your hand function on Zoom. All votes will be taken by roll call vote.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

General Manager Christeson requested to remove item 9f. Initiating the Annexation of Caltrans Peddler Hill Maintenance Station from the May 8, 2021 Board Meeting Agenda.

Director Dornbrook motioned to accept the May 8, 2021 Board Meeting Agenda as amended. Director Epstein seconded the motion and it carried by the following roll-call vote:

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and Schroeder

NOES: None

ABSENT: None

ABSTAINING: None

5. COMMENTS FROM THE AUDIENCE

None

6. WRITTEN COMMENTS FROM THE PUBLIC

President Richert noted a written comment was received from Kirkwood Meadows Association resident, Reid Bennet, regarding the Electric Rate Study.

7. ADOPTION OF CONSENT CALENDAR

- a. **April 10, 2021 Board Meeting Minutes**
Approve April 10, 2021 Board Meeting Minutes
- b. **Current Consent for Claims**
Approve Current Consent for Claims
- c. **Receivables/Shut Offs Report**
Approve Receivables/Shut Offs Report

Director Dornbrook motioned to adopt 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, Perroud, and Schroeder

NOES: None

ABSENT: None

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. *AM McBride*
 - i. **March Financials.** Administrative Manager McBride presented the Consolidated Balance Sheet noting that Operating Cash is up from plan. Revenue Account by fund was presented noting Employee Housing and Solid Waste are in the negative. Combined Income Statement was presented noting Operating Revenues for the month of March are up from plan, Year-to-Date Operating Revenues are down from plan, and Total Operating Revenues are up from plan. Income Statements for each department were presented noting year-to-date Operating Revenues for Wastewater are actually better than plan but show down from plan due to a base rate calculation error. Income Statement Comparison for March 2020 and 2021 was presented.
 - ii. **April Preliminaries.** April 2021 Preliminary Income Statement was presented noting Operating Revenues are down from plan and year-to-date Operating Revenues are down from plan. Discussion ensued.
 - iii. **Cash Flow.** Cash Flow for the month of March ended better than plan.
 - iv. **Budget Variance Tracking.** Budget Variances were updated through March 2021. Discussion ensued.
- b. **Fiscal Year 2021/2022 Budget.** Discussion and possible action. *AM McBride*

Administrative Manager McBride presented the updated Fiscal Year 2021/2022 Budget (Budget), including Fiscal Year 2021 and proposed Fiscal 2022 General and Administrative (G&A) Allocations. Discussion ensued. It was the consensus of the Board to use Fiscal Year 2021 G&A

Allocation percentages for calculating the Budget. Revisions to Budget Assumptions were presented. Summary of Revenues and Expenses for each department were presented. Discussion ensued and Manager McBride and General Manager Christeson answered questions. Manager McBride will update the budget to reflect Board direction and present an updated version at the June 12, 2021 Regular Board of Directors meeting.

General Manager Christeson detailed Fiscal Year 2021/2022 Capital Improvement Projects for each department as approved by the Finance and Operations Committees. Discussion ensued.

- c. **Performance Reporting & Aquifer Levels** Discussion and possible action. *OM Benson*

Operations Manager Benson presented Performance Reporting for each department and Aquifer Levels for the month of April 2021. A comparison between residential occupancy and utility use was presented.

- d. **Resolution 21-06 Placing in Nomination Erik Christeson as a Member of the Association of California Water Agencies Region 3.**

Discussion and possible action. *GM Christeson*

General Manager Christeson summarized his role as an Association of California Water Agencies (ACWA) Region 3 Board Member for the 2020-2021 term and expressed interest in submitting his candidacy for the 2022-2023 term.

Director Dornbrook motioned to approve Resolution 21-06 Placing in Nomination Erik M. Christeson as a Member of the Association of California Water Agencies Region 3. Director Schroeder seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and Schroeder

NOES: None

ABSENT: None

ABSTAINING: None

- e. **Fiscal Year 2021/2022 General Manager Objectives.**

Discussion and possible action. *GM Christeson*

General Manager Christeson presented Fiscal Year 2021/2022 General Manager Objectives as approved by each Committee, with the exception of the Communications Committee as they did not meet prior to this Board meeting. Discussion ensued. Fiscal Year 2021/2022 General Manager Objectives will be updated with the approved Communications Committee Objectives and presented to the Board at the June 12, 2021 Regular Board of Director meeting

- g. **Proposed Changes in Electric Rates and Proposed Revisions to the Rate Structure**

Discussion and possible action. *Director Epstein & GM Christeson*

General Manager Christeson and Director Epstein presented the updated Electric Rate Study (Study), detailing incorporated amendments identified at the April 10, 2021 Regular Board of Directors meeting. President Richert opened the meeting for public discussion at the end of each section of the Study presented. Each Board Member was given the opportunity to provide comments on the Study. Director Epstein proposed to hold the Electric Rate Study Public Hearing at the June 12, 2021 Regular Board of Directors meeting. President Richert agreed to hold the Electric Rate Study Public Hearing on June 12, 2021.

Director Schroeder motioned to adopt the Electric Rate Study, for consideration at the June 12, 2021 Public Hearing, including the following changes:

- Add USDA Loan Covenants as an Appendix to the Electric Rate Study.

- Include analysis at .25 cents per kilowatt hour
- Include analysis of 100% renewable energy costs added to \$.137 per kilowatt plan.
- Include an analysis of impacts to Commercial accounts.
- Modify solar payback to seven years.

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

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and Schroeder

NOES: None

ABSENT: None

ABSTAINING: None

10. GENERAL MANAGER'S REPORT

GM Christeson

General Manager Christeson reported on:

- ACWA Region 3 Board meeting.
- Salt Control Plan.

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on

- Upcoming Summer Projects.
- Development of Standard Answers to Most Commonly Asked Questions.

12. STANDING COMMITTEE REPORT

a. Finance Committee

All items were covered.

b. Planning Committee

Director Perroud reported on Committee discussions regarding:

- General Manager Goals and Objectives.
- Electric Vehicle Charging.
- Energy Efficiency Program.
- Fossil Fuel Shifting and Reduction of the District's Carbon Footprint.

c. Operations Committee

All items were covered.

d. Communications Committee

Did not meet.

e. Personnel Committee

President Richert reported on Committee discussions regarding retiree health benefits.

13. TEMPORARY ADVISORY COMMITTEE REPORT

a) Summer Festival Update.

Assistant General Manager Ansel provided an update on the 2021 Kirkwood Virtual Summer Festival planning.

14. GENERAL DISCUSSION

Finance Committee member, Doug Mitarotonda commented regarding the Electric Rate Study in relation to the District's Mission Statement.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:07 PM.

(The next Special Board Meeting is Saturday, May 22, 2021 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District