



**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 9, 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 8:02 am.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present via Zoom:
Board of Directors Absent:

President Richert, Directors Epstein, Dornbrook, and O'Grady
Director Perroud arrived at the Board Meeting via Zoom at 8:09am but was absent through Item 7. Consent Items Brought Forward for Separate Discussion/Action.

Staff Present via Zoom:

General Manager Erik Christeson, Assistant General Manager Rick Ansel, Operations Manager Brandi Benson, Administrative Manager Kelly McBride,

Others Present via Zoom:

Terry Woodrow (Alpine County Supervisor, District 4), Jeff Brown (Amador County Supervisor, District 3), Frank Dixon (Kirkwood Property Services)

3. ANNOUNCEMENTS

Assistant General Manager Ansel

General Manager Christeson welcomed members of the public to the second regular Board meeting taking place on Zoom. If members of the public want to make a comment they can use the raise your hand function on Zoom.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

President Richert pulled Item 6b. Consent for Claims, for discussion.

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of April 11, 2020**
Approve April 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

Director Epstein motioned to adopt Consent Calendar Items 6a. Regular Board Meeting Minutes: April 11, 2020 and 6c. Receivables/Shut Offs Report. Director Dornbrook seconded the motion and it carried by the following roll call vote:

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

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

President Richert requested clarification on Item 6b. Current Consent for Claims, regarding payment to Amador County for Property Tax Administration Fees. Discussion ensued.

President Richert motioned to approve Item 6b. Current Consent for Claims. Director Epstein seconded the motion and it carried by the following roll call vote:

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

8. **ITEMS FOR BOARD ACTION**

- a. **Finances.** Discussion and possible action regarding the District's financials. *Administrative Manager McBride*
- i. **March Financials.** Administrative Manager McBride presented the Balance Sheet and the Combined Income Statement noting operating revenues are down from plan, year-to-date revenues are down from plan, and Commercial and Residential revenues are down from plan. Income Statements for each department were presented. Income Statement Comparison for March was presented highlighting the comparison between 2019 and 2020 Commercial and Residential revenues.
 - ii. **April Preliminaries.** All revenue is down from plan.
 - iii. **Cash Flow.** April ended the month up from plan.
 - iv. **Budget Variance Tracking.** Known variances were updated and include Playground Project expenses through March 31.

Director Perroud arrived at the meeting via Zoom, at 8:09am.

- b. **Fiscal Year 2020/21 Budget.** Discussion and possible action. *General Manager Christeson*
- i. **Budget Assumptions.** Discussion and possible action.
 General Manager Christeson presented updated Budget Assumptions. Discussion ensued regarding additions to Budget Assumptions.
 - ii. **COVID-19 Impact Analysis.** Discussion and possible action.

General Manager Christeson detailed potential impacts to revenue due to COVID-19. Discussion ensued.

iii. **Capital Budget.** Discussion and possible action.

General Manager Christeson summarized scheduled Capital Improvement Projects and the associated Fiscal Year 2019/20 Capital Budget. Discussion ensued.

1) **WWTP Rehabilitation Status.** Discussion and possible action.

General Manager Christeson summarized to-date, completed Wastewater Treatment Plant repair projects, and provided details of scheduled and deferred repair projects. The most recent repair and associated cost was summarized.

c. **Service Suspensions, Penalties, and Shutoffs During COVID-19.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized Governor Newsom's Executive Orders N-28-20 and N-42-20 regarding declaration of a State of Emergency in California and a moratorium on Water service suspension, penalties, and shut offs during COVID-19 due to non-payment. Necessary Board decisions were detailed including consideration of Resolution 20-03 Temporary Relief for Nonpayment of Utilities. Amador County Supervisor, Brown, and Alpine County Supervisor, Woodrow, provided details of action at the respective counties level related to COVID-19. Director Epstein stated the Finance Committee has reviewed Resolution 20-03 and recommends approval. Discussion ensued.

Director Epstein motioned to adopt Resolution 20-03 Temporary Relief for Nonpayment of Utilities, with the following amendments:

- Section 3. For customers who demonstrate financial hardship and inability to pay due to COVID-19, the Board orders that late fees for nonpayment of water, wastewater, electricity, propane, and/or solid waste shall be waived for sixty (60) days from the date of adoption of this Resolution.
- Section 7. The authority vesting in the General Manager by this resolution will terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officers that the Public Health Emergency has ended; or sixty (60) days, whichever occurs first.

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

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

NOES: None

ABSENT: None

ABSTAINING: None

d. **Solid Waste - Vail.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized meetings with Vail staff regarding Vail becoming a District Solid Waste customer. Details of Vail's current solid waste service and various solid waste requirements from ACES Waste Services were detailed. Discussion ensued.

Director Epstein motioned:

1. That Vail be assigned an equivalency of 1,066 units based on their solid waste volumes.
2. That Vail be charged for food waste disposal as follows:
 - a) ACES hauling charges

- b) Food waste facility processing charges
- 3. That the District lease the dumpsters until such time as the Board considers a mandatory solid waste ordinance and purchase them at that time if the new ordinance is adopted.
- 4. That the food waste costs be included in the mandatory solid waste ordinance study.

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

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

NOES: None

ABSENT: None

ABSTAINING: None

- e. **Performance Reporting.** Discussion and possible action. *Operations Manager Benson*

Operations Manager Benson presented performance reporting for each department for the month of April. Aquifer levels for the month of April were presented including a 5-year comparison of average monthly aquifer levels for Well 4-5.

- f. **Playground Phasing & Prioritization.** Discussion and possible action. *General Manger Christeson*

General Manager Christeson presented an update on the playground upgrade progress, including impacts of COVID-19 in relation to scheduled opening and operation of the playground. Discussion ensued.

It was the consensus of the Board to include labor for both phases of the playground project in the Fiscal Year 2020-21 Capital Budget.

9. **GENERAL MANAGER'S REPORT**

General Manager Christeson

General Manager Christeson reported on:

- Wastewater Treatment Plant Low Interest Loans
- Report of Waste Discharge
- Zoom Screens

10. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- Summer Operations
- Regional SAFER Grant
- Virtual Summer Festival on Sunday, July 5 from 5-6pm

11. **STANDING COMMITTEE REPORT**

a. **Finance Committee**

All items were covered.

b. **Planning Committee**

Director Perroud reported on Committee discussions regarding:

- Propane and Hydrogen Mixing
- Tesla EV Station Siting
- Wastewater Treatment Plant Virus Testing
- School at Kirkwood

c. Operations Committee

All items were covered.

d. Communications Committee

Director Epstein reported on Committee discussions regarding:

- Information to send to HOAs regarding the Renewable Electricity Propane Offset Program.
- Kirkwood Summer Festival
- Bi-Annual Customer Satisfaction Survey

e. Personnel Committee

President Richert reported on Committee discussions regarding the District's health insurance provider.

12. TEMPORARY ADVISORY COMMITTEE REPORT

Director O'Grady gave an update on the Playground Committee's activities and the dollar amount of funds the community has committed to donate.

Assistant General Manager Ansel reported he met with Chief Hughes, Eastern Alpine Fire, and they are currently negotiating a service agreement.

13. GENERAL DISCUSSION

The July 2020 Board Meeting will take place on Saturday, July 11 at 8:00am on Zoom.

14. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50am.

(The next Regular Board Meeting is Saturday, June 13, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District