



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, May 11, 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 8:00am.

2. ROLL CALL

Secretary Dornbrook

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

President Smith, Directors Richert, Dornbrook, and O’Grady
Director Epstein
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
Others Present:
Dick Shanahan (District Counsel), Frank Dixon (General
Manager, Kirkwood Property Services), Terry Woodrow (Alpine
County Supervisor)

3. ANNOUNCEMENTS

General Manager Christeson

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 and following the appropriate link. If the public would like to make a comment, they may send an email to echristeson@kmpud.com and the Board will respond. Members of the public are asked to identify themselves when making comments.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

None

The Board meeting adjourned to Closed Session at 8:02am.

5. CLOSED SESSION

- a) **Closed session significant exposure to litigation involving one potential case concerning CSAA vs. Kirkwood Meadows PUD**
 - i. **Government Code section § 54956.9(d)(2)**

The Board meeting reconvened to Open Session at 8:54am.

President Smith reported no action was taken on the Closed Session item.

6. COMMENTS FROM THE AUDIENCE

None

7. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of April 13, 2019**
Approve April 13, 2019 Board Meeting Minutes
- b. **Current Consent for Claims**
Approve Current Consent for Claims
- c. **Receivables/Shut Offs Report**
Review Receivables/Shut Offs Report.

Director Richert motioned to adopt the Consent Calendar as presented. Director Dornbrook seconded the motion and it carried by the following roll call vote:

AYES: President Smith, Directors Richert, Dornbrook, and O’Grady

NOES: None

ABSENT: Director Epstein

ABSTAINING: None

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

None

9. ITEMS FOR BOARD ACTION

- a. **Inverse Condemnation.** Discussion. *District Counsel Shanahan*

President Smith introduced District Counsel Shanahan who gave a detailed presentation on Inverse Condemnation and the potential impact on the District, including liability risks and specific examples of court cases. Discussion ensued regarding potential liability exposure to the District.

- b. **Finances. Discussion and Possible Action Regarding the District's Financials.** *Assistant Manager, Administration McBride*

- i. **March Actuals.** Assistant Manager McBride presented the March Balance Sheet, noting that Total Operating is up from plan when netted with the Cushion of Credit Variance and there is a posting error in Total Long-Term Debt. New on the Balance Sheet is a break-out of revenue funds by account which will be included each month moving forward. The Combined Income Statement was presented, noting year-to-date total revenues are up from plan, total operating is up from plan and the variance in investment income is due to the lower balance in the Cushion of Credit. Income Statements for each department were presented noting that the Fire Department is running at a loss and the overage in Snow Removal is due to the purchase of the 950 GC Loader and equipment repairs. The net income variance on the Balance Sheet Comparison is due to the receipt of CalOES funds in 2018.
- ii. **April Preliminaries.** April revenues, and year-to-date operating revenues are up from plan.
- iii. **Cash Waterfall.** Cash flow is better than plan.
- iv. **Budget Variance Tracking.** Miscellaneous vehicle repairs, the 950 GC Loader purchase, and snow removal equipment repairs have been added to Known Budget Variances.

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

Assistant Manager Benson presented Performance Reporting for each department. Aquifer levels were included in the Board Agenda Packet.

d. **2019/20 Draft Budget & Assumptions.** Discussion and possible action. *Assistant Manager, Administration McBride*

Assistant Manager McBride presented changes from the last iteration of the 2019/20 Draft Budget. General Manager Christeson presented changes to the Capital Plan. Discussion ensued regarding specific items on the Budget and Capital Plan. Staff re-iterated the need for review and comments as early as possible so as to avoid last minute changes.

e. **2019/20 Electric Rate Increase.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized District Ordinance 16-01, Revising Electric and Propane Gas Service Charges and the annual Consumer Price Index (CPI) increase. In response to Board member concerns regarding a rate increase on the debt and depreciation portion of the electric rate, District Counsel was consulted regarding modifying Ordinance 16-01. Options for modifying Ordinance 16-01 were detailed. Discussion ensued regarding details of Ordinance 16-01, Revising Electric and Propane Gas Service Charges.

Director Richert motioned to exclude the CPI increase on the debt and depreciation portion of the electric rate for fiscal year 2019/20 as outlined in Ordinance 16-01, Section 6, subject to review in six months. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: Director Dornbrook

ABSENT: Director Epstein

ABSTAINING: None

f. **Snow Removal Budget.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson presented HOA snow removal contract price recommendations for the 2019/20 winter season and detailed the methods used to calculate the recommended contract prices. Discussion ensued regarding GPS data, calculation methods, seasonal staffing levels, and specific wording in the contracts. Public comments via email were read aloud and members of the public present at the meeting asked questions and provided comments. Revised 2019/20 snow removal contract prices will be brought back to the Board for consideration at the June 8 Board Meeting.

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

General Manager Christeson reported on:

1. Regional Water Quality Control Board suggestions regarding snow storage.
2. The upcoming meeting with Alpine and Amador County officials regarding the potential merger of Eastern Alpine Volunteer Fire Department and Kirkwood Volunteer Fire Department.

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

1. New shipping container for snow stake storage.
2. New Trackless rental.

3. Summer projects
4. Request for Proposals for SCBAs (Self Contained Breathing Apparatus) for the Fire Department.

12. STANDING COMMITTEE REPORT

a. Planning Committee

Director Richert reported that Director Epstein has secured a contract to conduct a heat pump feasibility study. An idea to offset carbon emissions generated through the use of propane was discussed and passed along to the IT Committee for further investigation. A draft letter to be sent to Caltrans regarding Highway 88 winter closures was reviewed.

b. Operations Committee

Director Dornbrook reported all items were covered.

c. Finance Committee

Director O'Grady reported on draft policies in progress to address debt, reserves guidelines, reimbursements, and investments. Recommended draft policies will be included in the June Board Packet.

d. Personnel Committee

President Smith reported the Personnel Committee has not met since the last Board meeting.

13. TEMPORARY ADVISORY COMMITTEE REPORT

General Manager Christeson reported the Salary and Organizational Structure Ad-Hoc Committee met and their recommendations will be considered in the upcoming Closed Session.

14. GENERAL DISCUSSION

None

The Board meeting adjourned to Closed Session at 11:26am.

15. CLOSED SESSION

- a) **Closed Session regarding salaries, wages, fringe benefits, and organizational structure.**
 - i. **CSAA Government Code § 54957.6**

President Smith reconvened the meeting to Open Session at 12:14pm.

President Smith reported the Board approved changes to salaries, wages, fringe benefits, and the organizational structure as follows:

- Reorganization of the organizational and salary structure. **4 Yes / 1 Absent**
- New salary range for all positions. **3 Yes / 1 Abstain / 1 Absent**
- Pending review and approval by California Public Employees Retirement System (CalPERS), employees hired after May 11, 2019, the District will pay 100% of employee health benefits and 80% of employee dependents health benefits. **3 Yes / 1 No / 1 Absent**
- Pending review and Approval by CalPERS, employees hired after May 11, 2019, the District will pay \$1 per month for retiree's health benefits, a change from \$430 per month, if permitted. **3 Yes / 1 No / 1 Absent**

See attached Exhibit A hereto and made a part of hereof.

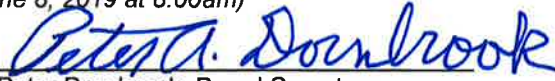
16. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:17pm.

(The next Regular Board Meeting is Saturday, June 8, 2019 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

Exhibit A

The Board Adopted the following changes to job titles:

- Executive
 - Customer Service Representative / Clerk of the Board
 - Changed to Clerk of the Board

- Administrative
 - Assistant Manager, Administration
 - Changed to Administrative Manager
 - IT Representative
 - Changed to Technology Specialist
 - Human Resources Representative
 - Changed to Human Resources Specialist
 - Staff Accountant
 - Changed to Accounting Specialist
 - Customer Service Representative
 - Changed to Customer Service Specialist

- Operations
 - Assistant Manager, Operations
 - Changed to Operations Manager
 - Electric/Propane
 - Electric/Propane Supervisor
 - Changed to Electric/Propane Foreman
 - Water/Wastewater
 - WWTP Superintendent
 - Changed to Water/Wastewater Supervisor
 - WWTP Operator II
 - Changed to Water/Wastewater Operator 2
 - WWTP Operator I
 - Changed to Water/Wastewater Operator 1
 - Project/Snow Removal
 - Department changed to Construction/Snow Removal
 - Field Operations Manager
 - Changed to Construction/Snow Removal Supervisor
 - Snow Removal Supervisor
 - Changed to Construction/Snow Removal Foreman

The Board Adopted the following salary ranges and changes:

- Executive
 - Assistant General Manager
 - Salary Range: \$104,200 to \$112,100
 - Increase for employee to low end of range (\$104,200)
 - Fiscal Impact 2018/19: \$911.07
 - Clerk of the Board
 - Salary Range: \$40,900 to \$46,500

- Administrative
 - Administrative Manager
 - Salary Range: \$66,900 to \$73,300

- Customer Service Specialist
 - Salary Range: \$38,100 to \$42,500
- Technology Specialist
 - Salary Range: \$50,500 to \$56,500
- Human Resources / Accounting Specialist
 - Salary Range: \$45,100 to \$51,600 / \$40,100 to \$45,000
- Accounting Specialist
 - Salary Range: \$40,100 to \$45,000
- Operations
 - Operations Manager
 - Salary Range: \$80,900 to \$89,100
 - Electric/Propane
 - Electric/Propane Foreman
 - Salary Range: \$58,900 to \$65,100
 - Electric/Propane Operator 2
 - Salary Range: \$46,500 to \$52,500
 - Electric/Propane Operator 1
 - Salary Range: \$38,000 to \$42,400
 - Water/Wastewater
 - Water/Wastewater Supervisor
 - Salary Range: \$65,800 to \$74,100
 - Water/Wastewater Operator 2
 - Salary Range: \$43,900 to \$49,300
 - Water/Wastewater Operator 1
 - Salary Range: \$39,800 to \$44,600
 - Construction/Snow Removal
 - Construction/Snow Removal Supervisor
 - Salary Range: \$61,200 to \$68,500
 - Construction/Snow Removal Foreman
 - Salary Range: \$49,100 to \$55,800
 - Mechanic
 - Salary Range: \$43,300 to \$48,200
 - Temporary Snow Removal
 - Snow Removal Operator 4
 - ❖ \$22 to \$24/hour
 - Snow Removal Operator 3
 - ❖ \$20 to \$22/hour
 - Snow Removal Operator 2
 - ❖ \$18 to \$22/hour
 - Snow Removal Operator 1
 - ❖ \$16 to \$18/hour

Pending review and approval by CalPERS, the Board adopted the following changes for future employees Health Insurance Benefits:

- Health insurance premium benefit District contribution is changed from %100 Employee / %100 Dependents to %100 Employee / %80 Dependents

Pending review and approval by CalPERS, the Board adopted the following changes to future employees Retirement Health Insurance Benefits:

- The District will continue to offer Retiree Health Insurance with a change in the District's contribution from \$430 per month to \$1 per month.

**Kirkwood Meadows Public Utility District
Personnel Flow Chart
Fiscal Year 2018/2019**

Dates represent full time employment.
Lives in Employee Housing
Lives in the Valley
Commuter

