



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, June 13, 2020

Following the Adjournment of the Public Water & Wastewater Rate Hearing; 9:00AM or soon thereafter as possible

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 9:05 am.

2. **ROLL CALL**

Secretary Dornbrook

Board of Directors Present via Zoom: President Richert, Directors Epstein, Dornbrook, Perroud, and O'Grady
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: Dane Wadle (Senior Public Affairs Field Coordinator, California Special Districts Association), Terry Woodrow (Alpine County Supervisor, District 4), Jeanne Reuter, Nancy Trevett, Cheryl Stern

3. **ANNOUNCEMENTS**

Assistant General Manager Ansel

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**

None

5. **COMMENTS FROM THE AUDIENCE**

None

6. **ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes: May 9, 2020**
Approve May 9, 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 O'Grady motioned to adopt the Consent Calendar as presented. 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

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. **April Financials.** Administrative Manager McBride presented the Balance Sheet and the Combined Income Statement noting operating revenues are down from plan and year-to-date revenues are down from plan. Income Statements for each department were presented. Income Statement Comparison for April was presented noting a significant variance in revenues compared to last year.
- ii. **May Preliminaries.** Commercial revenue is down from plan and residential revenue is up from plan.
- iii. **Cash Flow.** May ended the month up from plan.
- iv. **Budget Variance Tracking.** Known Budget Variances were updated.

b. **Fiscal Year 2020/21 Budget.** Discussion and possible action. *General Manager Christeson*

- i. **Budget Assumptions.** Discussion and possible approval.

Budget Assumptions were updated to include Fire Department Special Event Revenue and suggestions from Finance Committee were incorporated.

- ii. **Capital Budget.** Discussion and possible approval.

General Manager Christeson summarized updates to the Capital Budget including prioritization of projects. Discussion ensued.

- iii. **Operational Budget.** Discussion and possible action.

Assistant Manager McBride summarized updates made to the Summary Sheets, noting all assumptions have been implemented in the Operational portion of the Budget. Discussion ensued.

c. **H.R. 7073 "Special Districts Provide Essential Services Act".** Discussion and possible action. *Dane Wadle*

Dane Wadle, California Special Districts Association Senior Public Affairs Field Coordinator, detailed H.R. 7073 Special Districts Provide Essential Services Act, a federal bill introduced that would allow special districts access to the Coronavirus Relief Fund.

Director Dornbrook motioned to support H.R. 7073 Special Districts Provide Essential Services Act and direct staff to submit a letter of support for special district relief funding to state and federal representatives. 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. **Snow Removal Contract Pricing.** Discussion and possible action.

General Manager Christeson presented snow removal GPS data from the 2019/20 winter season. Discussion ensued and the Board directed Staff to bring back a pricing option that reduces the 3 HOA's with private driveway contracts by 10% to estimate equipment time between driveways assuming the equipment was not performing any snow removal for the HOA in that period. Snow Removal Contract Pricing will be brought back before the Board at the Regular Board of Directors meeting on July 11, 2020.

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

Operations Manager Benson presented Performance Reporting and Aquifer levels for the month of May.

f. **Mandatory Solid Waste Parameters.** Discussion and possible action.

General Manager Christeson

General Manager Christeson detailed known issues with the District's Solid Waste Service and provided details of implementing a Mandatory Solid Waste Ordinance. Discussion ensued regarding items to be included in a possible Mandatory Solid Waste Ordinance. It was the consensus of the Board to direct staff to amend the current Solid Waste Ordinance as discussed. A draft Mandatory Solid Waste Ordinance will be brought back before the Operations and Finance Committees prior to Board consideration.

g. **Playground Fundraising Surplus.** Discussion and possible action.

General Manager Christeson

General Manager Christeson presented the surplus in monetary donations received for the Playground Project. Discussion ensued.

Director O'Grady motioned that:

- The Board will not make final decisions on the use of funds raised in excess of actual material purchase and equipment rental costs until actual total Playground renovation costs are known; and
- If the Project costs are in-line with the attached estimate of probable cost, the Board allocate the difference between our \$70,000 fundraising goal and actual material and equipment costs to actual District labor costs for renovating the Playground this summer and funds raised in excess of \$70,000 be placed in a reserve fund for future playground equipment purchases.

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: None

ABSTAINING: Director Perroud

9. GENERAL MANAGER'S REPORT

General Manager Christeson

General Manager Christeson reported on:

- Wastewater Treatment Plant Pre-Design Study (USDA)
- Alpine County Economic Recovery Workgroup
- ACWA Region 3

10. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Summer Operations
- SCBA Fill Station
- COVID Testing in Kirkwood
- Virtual Summer Festival on Sunday, July 5th from 5:00-6:00pm

11. STANDING COMMITTEE REPORT

a. Planning Committee

Director Perroud reported on Committee discussions regarding:

- School in Kirkwood
- EV Station Siting
- Wastewater Treatment Plant Virus Testing
- Alpine County Excise Tax
- Economic Development Role of KMPUD
- Wildfire Mitigation

b. Finance Committee

Director O'Grady reported on Committee discussions regarding 501c3 financial statements and budget planning.

c. Operations Committee

All items were covered.

d. Communications Committee

Director Epstein reported on committee discussions regarding the bi-annual customer satisfaction survey and letters sent to HOAs encouraging participation in the Renewable Electricity Propane Offset Program.

e. Personnel Committee

President Richert reported the Personnel Committee will meet on Monday, June 15, 2020.

12. TEMPORARY ADVISORY COMMITTEE REPORT

All items were covered.

13. GENERAL DISCUSSION

- It was the consensus of the Board to have General Manager Christeson submit a letter to the Alpine County Board of Supervisors regarding the proposed Alpine County Excise Tax. Alpine County Supervisor Woodrow explained that the Regular Alpine County Board of Supervisors meeting will be held via video conference on Zoom and public comments should be submitted to Teola Tremayne, Alpine County Clerk.
- President Richert requested an Important Documents page be added to kmpud.com.
- Director O'Grady addressed District participation in the Kirkwood Economic Development Group.

14. ADJOURNMENT

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

(The next Regular Board Meeting is Saturday, July 11, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District