



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

**SPECIAL MEETING OF THE BOARD OF DIRECTORS
Friday, July 5, 2019 – 5:00 PM**

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 5:00pm.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present:

President Smith, Directors Richert, Dornbrook, O'Grady and Epstein

Staff Present:

General Manager Erik Christeson, Assistant General Manager Rick Ansel, Operations Manager Brandi Benson, Administrative Manager Kelly McBride, Clerk of the Board Jessica Gillies, and Technology Specialist Drew Meteer

Others Present:

Frank Dixon (Kirkwood Property Services), Cheryl Stern (Lost Cabin HOA), Caroline Scott (Palisades HOA), Bertrand Perroud (Kirkwood Meadows Association)

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to this special 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.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

General Manager Christeson recommended to remove Item 8d. Debt Policy Guidelines which was approved.

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

a. **Regular Board Meeting Minutes of June 8, 2019**

Approve June 8, 2019 Board Meeting Minutes

b. **Current Consent for Claims**

Approve Current Consent for Claims

c. **Receivables/Shut Offs Report**

Review Receivables/Shut Offs Report.

- d. Ratify Resolution 19-01 Approving Credit Requests with Bank of the West and Reaffirming Authorized District Officers and Signatories with Bank of the West
- e. Ratify Resolution 19-02 Authorizing the Execution and Delivery of a Master Governmental Lease-Purchase Agreement and Supplement NO. 13523-400 Thereto with Respect to the Acquisition, Purchase, Financing and Leasing of Certain Equipment for the Public Benefit; Authorizing the Execution and Delivery of Documents Required in Connection Therewith; and Authorizing the Taking of All Other Actions Necessary to the Consummation of the Transactions Contemplated by this Resolution.

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

AYES: President Smith, Directors Richert, Epstein, Dornbrook, 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. May Actuals. Manager McBride presented the May Balance Sheet, noting the Total Variance for Total Operating Cash is up from plan when netted with the Local Agency Investment Fund (LAIF) and the Cushion of Credit. Combined Income Statement was presented noting year-to-date Total Revenues and Total Operating Revenues are up from plan. Income Statements for each department were presented, noting the overage in Fire Department Operations and Maintenance is due to equipment purchases. The overage in Wastewater includes roof repair engineering and quarterly and annual reporting. Year-to-date total operating for Wastewater is up from plan. The overage in Snow Removal Operations and Maintenance includes Trackless rental (since purchase is not approved until next year's budget) and repairs and payment to Vail for removal of snow in the meadow.
 - ii. June Preliminaries. Operating revenues are up from plan. Year-to-date total operating revenues are up from plan.
 - iii. Cash Waterfall. Total Cash flow is better than plan, noting the final apportionment of property tax revenues have not been received from Alpine County. This is the second apportionment that has been late.
 - iv. Budget Variance Tracking. Updates to the known Budget Variances include the Trackless rental, Vail grooming, and miscellaneous snow removal equipment repairs.
- b. Snow Removal Pricing. Discussion and possible adoption of the snow removal contract pricing for HOAs and Private Driveways. *General Manager Christeson*

General Manager Christeson presented changes from the last iteration of HOA snow removal contract pricing and summarized the methods used to determine contract prices. Director Richert presented a detailed analysis of GPS data from 2016 to 2019, relative to snow removal contract pricing. Discussion ensued.

Director Richert motioned to proceed with using a three-year average of snow removal contract values to determine 2019/20 snow removal contract values for HOAs. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: Director Dornbrook

ABSENT: None

ABSTAINING: None

General Manager Christeson summarized driveway snow removal contract pricing and Director Epstein detailed the method used to determine contract values for driveways. General Manager Christeson will further revise the private driveway snow removal contract pricing policy to be reviewed by the Finance Committee. Discussion ensued. Private driveway snow removal contract pricing will be presented at the August 10, 2019 Regular Board Meeting for review and possible approval.

- c. **2019/20 Budget.** Discussion and possible adoption of the Fiscal Year 2019/2020 Budget. *Administrative Manager McBride*

Manager McBride presented changes from the last iteration of the Fiscal Year 2019/20 Budget, noting corrections. Director O'Grady stated the Finance Committee has reviewed the current draft Fiscal Year 2019/20 Budget and recommends adoption.

Director O'Grady motioned to adopt the Fiscal Year 2019/20 Budget as presented. Director Richert seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- d. **Performance Reporting and Aquifer Levels.** Discussion. *Operations Manager Benson*

Manager Benson presented fiscal year-end performance reporting for each department for Fiscal Year 2018/19 noting that Wastewater had its best performance in the past four years.

- e. **Bear River Reservoir & Silver Lake T1 Line Repair – Notice of Exemption.** Notice of District's intent to file Notice of Exemption and other associated environmental documents necessary in association of this project. *General Manager Christeson*

General Manager Christeson summarized the need to repair conduit that houses the District's T1 communication line that connects the KM Green and KM Blue substations and detailed requirements for the District's intent to file a Notice of Exemption from filing associated environmental documents were detailed.

Director Dornbrook motioned to notice intent to file Notice of Exemption and other associated environmental documents necessary in association with this project. Director Richert seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- f. **General Manager Objectives FY 2019/20.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson presented a preliminary draft of Fiscal Year 2019/20 General Manager Objectives to be reviewed by respective Committees and brought back to the Board for review and possible approval at the August 10, 2019 Board meeting.

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

General Manager Christeson reported on:

1. Playground installation and inspection.
2. University of Idaho Energy Executives Course.
3. Alpine County Biomass.
4. Western Area Power Administration (WAPA).

10. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

1. Summer projects.
2. Progress on Kirkwood Volunteer Fire Department Service Agreement with Eastern Alpine Fire Department.
3. Kirkwood Summer Festival.

11. STANDING COMMITTEE REPORT

a. Planning Committee

Director Richert reported on Committee discussions regarding a heat pump study currently being performed, Economic Development meeting re-cap, and possible expansion of the District's service area. Director Epstein provided details of the heat pump study.

b. Operations Committee

Has not met since the last Board meeting.

c. Finance Committee

Nothing new to report.

d. IT Committee

Has not met since the last Board meeting.

e. Personnel Committee

Nothing new to report.

12. TEMPORARY ADVISORY COMMITTEE REPORT

Director Richert proposed the Fire Department funding topic be moved to the Finance Committee for further discussion. President Smith disbanded the Fire Funding Temporary Advisory Committee. A summary of the outcome of the Fire Funding Temporary Advisory Committee efforts will be sent to members of the Committee.

13. GENERAL DISCUSSION

None

The Board meeting adjourned to Closed Session at 6:41pm.

14. CLOSED SESSION

- a) Closed Session regarding General Manager annual performance review, merit, and bonus.
i. Government Code § 54597(b)


President Smith reported General Manager Christeson was awarded a \$5,000 bonus for accomplishment of objectives and a \$5,631.32 annual salary increase for performance.

- b) Closed Session for significant exposure to litigation involving one potential case concerning CSAA v. Kirkwood Meadow PUD
i. Government Code §54596.9(d)(2)

No action taken.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50pm.
(The next Regular Board Meeting is Saturday, August 10, 2019 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District