



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, July 11, 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 Richert

Determining a quorum present, President Richert called the meeting to order at 8:00 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, Administrative Manager Kelly McBride, Operations Manager Brandi Benson
Others Present via Zoom: Jeff Brown (Amador County Supervisor, District 3)

3. ANNOUNCEMENTS

General Manager Christeson

If members of the public want to make a comment they can use the raise your hand function on Zoom and unmute themselves.

President Richert noted that three separate Board of Directors meetings will take place this morning and include, the Regular Kirkwood Meadows Public Utility District (KMPUD) Board of Directors meeting starting at 8:00am, the annual Kirkwood Volunteer Fire Department 501c3 (KVFD501c3) meeting taking place at 10:00am, and the annual Kirkwood Meadows Public Utility District Public Facilities Corporation (KMPUDPFC) meeting taking place at 10:15am. The regular KMPUD Board of Directors meeting will recess to allow the KVFD501c3 and KMPUDPFC timed meetings to take place as scheduled. The Regular KMPUD Board of Directors meeting will resume after the KMPUDPFC meeting is adjourned. President Richert also noted the Board will adjourn to Closed Session though a separate Zoom meeting login, requiring a password.

4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

President Richert pulled Consent Calendar Item 6a. Regular Board Meeting Minutes: June 13, 2020 for notation.

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes: June 13, 2020**
Approve June 13, 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 6b. Current Consent for Claims 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, Perroud and O'Grady,

NOES: None

ABSENT: None

ABSTAINING: None

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

President Richert noted an error in the June 13, 2020 Regular Board Meeting Minutes, Item 8d. Snow Removal Contract Pricing. Item 8d. Snow Removal Contract pricing, paragraph 1, sentence 2 is corrected to "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"

President Richert motioned to approve the corrected Regular Board Meeting Minutes of June 13, 2020. Director O'Grady 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

8. ITEMS FOR BOARD ACTION

- a. **Finances.** Discussion and possible action regarding the District's financials. *Administrative Manager McBride*
 - i. **May Financials.** Administrative Manager McBride presented the Balance Sheet noting all items were previously discussed. Revenue Account by Fund was presented, and the current status of each Fund was detailed. Combined income statement was presented noting Commercial revenue is down from plan and Residential revenue is up from plan.
 - ii. **June Preliminaries.** June Operating revenues and residential revenues are up from plan. Year-to-date Commercial Revenue, year-to-date Residential Revenue, and Total Revenue is down from plan.
 - iii. **Cash Flow.** June ended the month up from plan and includes property tax allocations received from Alpine County.
 - iv. **Budget Variance Tracking.** Playground overage amount was updated.

b. **Snow Removal** Discussion and possible action. *General Manager Christeson*

i. **HOA & Driveway Pricing FY 2020-21**. Discussion and possible adoption.

General Manager Christeson presented HOA Snow Removal Contract Pricing for Fiscal Year 2020-21, including a 10% price reduction in time within the three HOAs that have houses with private driveway contracts. This was requested by the Board at the June 13 Regular Board of Directors meeting. Discussion ensued.

Director O'Grady motioned to adopt Average with 90% Policy for HOA Snow Removal Contract pricing for Fiscal Year 2020-21.

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

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

NOES: President Richert

ABSENT: None

ABSTAINING: None

General Manager Christeson presented Driveway Snow Removal Contract pricing for Fiscal Year 2020-21, including details of allocations of costs. Director O'Grady stated the Finance Committee unanimously recommends adoption of the Fiscal Year 2020-21 Driveway Snow Removal Contract pricing as presented. Discussion ensued.

Director O'Grady motioned to adopt Fiscal Year 2020-21 Driveway Snow Removal Contract pricing capped at a maximum three-hundred-dollar change.

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

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

NOES: President Richert

ABSENT: None

ABSTAINING: None

ii. **HOA & Driveway Allocation FY 2021-22 & 2022-23**. Discussion and possible adoption.

Director Epstein recommended that the District develop a document that details the methodology used to reach allocation of costs for HOA and Driveway Snow Removal Contracts, including the effects that varying snow conditions have on Snow Removal Operations. Discussion ensued.

President Richert motioned to approve Staff recommendations for HOA Allocation percentages for Fiscal Years 2020-22 and 2022-23, with a provision that the Communications Committee will come back to the Board, no later than the end of January, with a review of accuracy of allocation percentages.

Director Epstein 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

- c. **2020/21 Budget and Capital Plan.** Discussion and possible adoption of the Fiscal Year 2020/21 Budget. *Administrative Manager McBride*

Administrative Manager McBride detailed changes made to the Fiscal Year 2020/21 Budget and Capital Plan since the last iteration was presented. Discussion ensued. The Finance Committee unanimously recommends adoption of the Fiscal Year 2020/21 Budget and Capital Plan.

Director O'Grady motioned to adopt the 2020/21 Budget and Capital Plan as presented. Director Epstein seconded the motion and carried by the following roll-call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- d. **Policy 380 – Investments.** Annual review and possible recommendation. *General Manager Christeson*

General Manager Christeson presented Policy Statement 380 -- Investments for annual review. Discussion ensued. Director O'Grady stated the Finance Committee has reviewed and recommends no changes be made to Policy 380 – Investments, and to continue to use Local Agency Investment Fund (LAIF) and United States Department of Agriculture Rural Utility Service (UADA RUS) Cushion of Credit.

Director O'Grady motioned to continue to use Local Agency Investment Fund (LAIF) and United States Department of Agriculture Rural Utility Service (UADA RUS) Cushion of Credit. 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. **Policy 640 and Regulations 640.01 & 640.02 – Discontinuance of Services.** Discussion and possible adoption. *General Manager Christeson*

General Manager Christeson detailed proposed changes to Policy Statement 640 Disconnection and Restoration of Service, including updates to associated Regulation 640.01 Discontinuance of Service and possible enactment of associated draft Regulation 640.02 Discontinuance of Residential Water Service. Discussion ensued. Director O'Grady stated the Finance Committee has reviewed Policy Statement 640, and associated Regulations 640.01, and 640.02, and recommends adoption as presented.

Director O'Grady motioned to adopt Policy Statement 640 Disconnection and Restoration of Service, including updated Regulation 640.01 Discontinuance of Service and draft Regulation 640.02 Discontinuance of Residential Water Service as presented and recommended by staff. Director Epstein 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

- f. **Customer Survey.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson presented the 2020 Customer Satisfaction Survey. Director Epstein reviewed changes made from the 2018 Customer Satisfaction Survey and stated the Communications Committee has reviewed and comments were incorporated into the current draft. Staff will distribute the 2020 Customer Satisfaction Survey the week of July 13.

- g. **Power Content Label Submission.** Discussion and possible action. *Operations Manager Benson*

Operations Manager Benson presented the annual 2019 Power Source Disclosure Report and the 2019 Power Content Label as required by the California Energy Commission's Power Source Disclosure Program.

Director O'Grady motioned to approve distribution of the 2019 Power Source Disclosure Report and the 2019 Power Content Label as presented. Director Dornbrook seconded the motion and carried by the following roll-call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- h. **Shell Contract Extension.** Discussion and possible action. *Operations Manager Benson*

General Manager Christeson summarized the District's contracts with Shell Energy North America to purchase electric power off the day-ahead market and the need to renew contracts with Shell Energy or pursue new contracts with a different energy supplier.

Director Dornbrook motioned to approve a three-year extension on the Shell Energy North America power supply contract and schedule coordinator contracts. Director Epstein 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

- i. **Performance Reporting and Aquifer Levels.** *Operations Manager Benson*

Operations Manager Benson presented Performance Reporting and Aquifer Levels for the month of June.

j. **General Manager Objectives FY 2020/21/** Discussion and possible action.

General Manager Christeson presented General Manager Objectives for Fiscal Year 2020/21. Each Committee has reviewed and approved the respective objectives. Discussion ensued.

Director O'Grady motioned to approve General Manager Objectives for Fiscal Year 2020/21 including modifications to Finance Goal #6 and Operations Goal #2. Director Epstein 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

9. **GENERAL MANAGER'S REPORT**

General Manager Christeson

General Manager Christeson provide the General Manager's Report and the Operations Report:

- Stantec pre-design report for USDA low interest loan application for Wastewater improvements.
- CMUA and ACWA webinars.
- Virtual Summer Festival
- Playground Project Update

10. **OPERATIONS REPORT**

The Operations Report was covered under Item 9. General Manager's Report.

11. **STANDING COMMITTEE REPORT**

a. **Planning Committee**

Did not meet.

b. **Finance Committee**

All items were covered.

c. **Operations Committee**

All items were covered.

d. **Communications Committee**

Director Epstein reported on committee discussions regarding website review and changes.

e. **Personnel Committee**

President Richert reported on Committee discussions regarding:

- Health Insurance
- New District Staff
- Employee Survey

12. TEMPORARY ADVISORY COMMITTEE REPORT

All items were covered.

13. GENERAL DISCUSSION

President Richert reported a potential new member of the Finance Committee will be considered at the August 8, 2020 Regular Board of Directors meeting.

14. CLOSED SESSION

The Board of Directors meeting adjourned to Closed Session at 11:20am.

The Board of Directors reconvened in Open Session at 12:20pm.

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

President Richert reported General Manager Christeson satisfactorily met his goals and was awarded a 3.9% salary increase and \$5,000.00 bonus.

- b) **Closed Session regarding annual Employee merit increases**
i. **Government Code § 54597(b)**

President Richert reported the Board approved staff's recommendation of an average annual Employee merit increase of 3.2%.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 12:25pm.

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



Jessica Gillies, Clerk of the Board

Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District