



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, August 30, 2019 – 5:00PM**

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), Terry Woodrow (Alpine County Supervisor), Caroline Scott (Kirkwood Community 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

None

5. COMMENTS FROM THE AUDIENCE

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of August 10, 2019**
Approve August 10, 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. **Resolution 19-05 Inter-Fund Transfer and Loan to Wastewater from Electric**
Approve Resolution 19-05 Inter-Fund Transfer and Loan to Wastewater from Electric

Director Epstein motioned to adopt the Consent Calendar as presented. Director Dornbrook 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. **July Financials.** Administrative Manager McBride presented the Balance Sheet noting the variance in Operating Cash and Accounts Receivable is due to not receiving the final apportionment of Property Taxes and Mello Roos payments from Alpine County. Inquiries have been made to Alpine County regarding the anticipated timing of receipt of payments. Operating cash by fund was presented noting that G&A is negative due to not receiving the final apportionment of Property Taxes and Mello Roos payments from Alpine County. Combined Income Statement was presented noting the variance in Payroll Taxes and Employee Benefits is due to the timing of payrolls for July. Year-to-Date Revenues and Total Operating are up from plan. Income Statements were presented for each fund, noting the large variance in Contract Services in the General Fund is due to timing of receipt of Moss Adams invoices. Total Operating for Water and Wastewater are up from plan, but both are still operating at a loss. Year-to-Date Operating Revenues for Electric are up from plan and interest earned from the Local Agency Investment Fund (LAIF) Account is reflected. Other Revenues in the Snow Removal Fund is due to billing for Snow Stakes and Labor. The overage in Salaries and Benefits is due to Snow Removal contract negotiations and Report Server work. The Balance Sheet Comparison was presented, noting the Operating Cash is under plan compared to the previous year due to changes in use of the LAIF Account. Income Statement Comparison was presented noting the large variance in Other Revenue is due to the timing of the Summer Festival. The Outstanding PO Report (Purchase Order) was presented noting this is a new report in the District's Financial report as a result of a new purchasing module from PCS (Professional Computer Systems) to track outstanding PO's. Discussion ensued.

b. **Performance Reporting & Aquifer Levels.** Discussion. *Operations Manager Benson*

Performance Reporting & Aquifer Levels were not available as meter reads have not been complete at the time of this meeting.

c. **Propane – Greenhouse Gas Offset Component.** Discussion and possible action. *Director Epstein*

Director Richert summarized the Planning Committee discussion regarding offering District customers the option to offset carbon produced through their use of propane. Director Epstein detailed types of carbon offsets and implementation and timing of the project.

- d. **Possible Budget Augmentation & Notice of Award / Proceed: WWTP Roof.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized two bids received within budget, recommending the Board authorize the General Manager to proceed with issuing the Notice of Award and Notice to Proceed for replacement of the Wastewater Treatment Plant roof to Centimark Corporation, the lowest responsible, responsive bidder, once all contractually required documents are provided. Director Dornbrook noted the Operations Committee concurred with General Manager Christeson's recommendation.

Director Richert motioned to authorize the General Manager to issue the Notice of Award and Notice to Proceed to Centimark Corporation, once all contractually required documents are provided. Director Dornbrook 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

- e. **Possible Budget Augmentation & Notice of Award / Proceed: Transformer Project.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized three bids received, finding Howard Industries as the lowest responsive, responsible bidder. Due to price increases since the last District purchase of transformers, the bids came in over budget. General Manager Christeson recommends the Board authorize staff to issue the Notice of Award and Notice to Proceed to Howard Industries for the Mountain Club and Snow Making Compressor Transformer Replacement Project for \$83,843. Director O'Grady noted that in the past, when projects go over budget, it is noted on Budget Variance Tracking.

Director O'Grady motioned to authorize the General Manager to issue the Notice of Award and Notice to Proceed to Howard Industries for the Mountain Club and Snow Making Compressor Transformer Replacement Project for \$83,843 and note the budget variance in Budget Variance Tracking. 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

- f. **Playground Status.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized playground inspection results and repairs made to date. In order to meet playground safety standards, the play structure will need to be replaced and ADA requirements updated. The Operations Committee recommends issuing a customer survey to gauge customer interest in funding the playground upgrade through property tax revenue. Discussion ensued regarding alternative funding for the playground.

- g. **Chair 11 Transformer.** *General Manager Christeson*

General Manager Christeson detailed damage to the Chair 11 Transformer caused by Vail equipment this past winter. The damage was reported to the District on August 22, 2019 and

necessitates replacement of the transformer before the coming winter season. There is no budgetary impact, all associated costs will be billed to Vail.

i. **Declaration of Emergency.** Discussion and possible action.

Staff recommends the Board find the damage to the Chair 11 Transformer is an emergency that creates a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life health, property, or essential public services

ii. **Public Bid Threshold Waiver.** Discussion and possible action.

Staff recommends the Board waive the California Public Contract Bid Threshold of \$15,000 to acquire replacement equipment. In order to acquire the replacement transformer, the District can add this transformer, via change order, to the contract with Howard Industries, awarded the Transformer Project Bid under Item 8e. Possible Budget Augmentation and Notice Award/Proceed: Transformer Project

Director Richert motioned the following:

1. The damage to Chair 11 is an emergency that creates a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life health, property, or essential public services.
2. Waive the \$15,000 California Public Contract Code Bid Threshold to acquire replacement equipment.
3. Authorize staff to issue a change order to Howard Industries for the purchase of the replacement Chair 11 Transformer.

Director Dornbrook 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

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

General Manager Christeson reported on:

1. ACWA/JPIA Inspection
2. CSAA/Noia Litigation Settlement
3. District Audit

10. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. Chair 11 Transformer
2. Solid Waste large item trash bin for homeowners
3. Defensible Space Chipping
4. 39th Annual 5K/10K & Kids Fun Run
5. Paving Projects in the Valley
6. Manhole Repair Project

11. **STANDING COMMITTEE REPORT**

a. Planning Committee

Director Richert reported on Committee discussions regarding:

- The District Newsletter delivery methods
- Snow Removal Bi-Annual Survey metrics
- Economic Development meeting
- Committee member appointments

b. Operations Committee

All items were covered.

c. Finance Committee

Director O'Grady reported the Finance Committee did not meet due to lack of Agenda items.

d. IT Committee

Has not met since the last Board meeting.

e. Personnel Committee

Has not met since the last Board meeting.

12. TEMPORARY ADVISORY COMMITTEE REPORT

Director Richert reported that District staff and himself will meet with Supervisor Woodrow and Alpine County officials on Tuesday, September 3 regarding Fire Department funding.

13. GENERAL DISCUSSION


Caroline Scott, Kirkwood Community Association.

14. CLOSED SESSION

None

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:12pm.
(The next Regular Board Meeting is Saturday, October 12, 2019)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District