



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, September 12, 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, Assistant General Manager Ansel, Administrative Manager Kelly McBride, Operations Manager Benson

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public, stating 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: August 8, 2020**
Approve August 8, 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 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

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 Consolidated Balance Sheet, noting June financials will close after the upcoming Audit is complete. Revenue Account by fund was presented. Combined Income Statement was presented noting Operating Revenues are down from plan. Income Statement Comparison for July 2019 and July 2020 was presented, noting the variance is due to receipt of grant funds for the purchase of Self-Contained Breathing Apparatus (SCBAs) for the Fire Department.
 - ii. **August Preliminaries.** August 2020 Preliminary Income Statement was presented noting Operating Revenues are better than planned.
 - iii. **Cash Flow.** Cash Flow for the month of August ended better than planned, noting Alpine County Property Tax Revenue allocations has not been received.
 - iv. **Budget Variance Tracking.** Known Budget Variances for Fiscal Year 2021 were updated.
- b. **Property Tax Allocations.** Discussion and possible action. *Administrative Manager McBride*

Administrative Manager McBride presented Alpine County Property Tax Allocations for Fiscal Year 2020, detailing a calculation error made by Alpine County resulting in late receipt of final property tax allocations. Staff and the Finance Committee recommend that the remaining property tax allocations received be allocated to the Wastewater Department.

Solid Waste and Snow Removal Departments are not eligible to receive property tax allocations. Staff recommends approval of Interfund Loans from the Electric Department to Solid Waste and Snow Removal Departments.

Director Epstein motioned to adopt Resolution 20-11 Approving Inter-Fund Transfer and Loan. 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

Director O'Grady motioned to adopt Resolution 20-12 Approving Inter-Fund Transfer and Loan. President Richert 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. **RUS Loan A8 Draw #21 Rollover.** Discussion and possible action.
Administrative Manager McBride

Administrative Manager McBride detailed a RUS (Rural Utility Services) Loan due to mature on September 30, 2020. Discussion ensued. The Finance Committee and Staff recommend this loan be rolled over with a new maturity date of December 31, 2027.

Director O'Grady motioned to roll over RUS Loan #3199 with a new maturity date of December 31, 2027 in accordance with previous loans rolled over. 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

- d. **Resolution 20-04 Supporting District Representation on the Alpine County LAFCO.**
Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized previous Board discussions and detailed discussions with other Alpine County Special District representatives and Alpine County Staff regarding District representation on Alpine County Local Agency Formation Commission (LAFCO). Discussion ensued.

Director Dornbrook motioned to adopt Resolution 20-04 Supporting Special District Representation on the Alpine County LAFCO as amended. 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

- e. **Resolution 20-07 Approving Application(s) for Per Capita Grant Funds.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized Proposition 68 Per Capita Grant Funds the District is eligible to receive for parks and recreation projects. The application process to receive available grant funds was detailed. Discussion ensued.

Director Perroud motioned to adopt Resolution 20-07 Approving Application(s) for Per Capita Grant Funds. 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. **Resolution 20-08 Miscellaneous Fees.** Discussion and possible action.
General Manager Christeson

General Manager Christeson detailed the need for the District to annually update its Miscellaneous Fees to reflect actual costs of materials, labor, and overhead. The Finance Committee has reviewed and recommends adoption of Resolution 20-08 Adopting Miscellaneous Fees and Charges. Discussion ensued.

Director Dornbrook motioned to adopt Resolution 20-08 Adopting Miscellaneous Fees and Charges. 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

- g. **Update of Policy Statement No. 140 – Committees.** *General Manager Christeson*

President Richert summarized the current District Policy Statement No. 140 Committees, and detailed Personnel Committee discussions regarding amendments to the policy. Discussion ensued.

Director Dornbrook motioned to adopt Policy Statement No. 140 Standing, Ad Hoc/Special, and Board Committees as modified. 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

- h. **Health Insurance.** *General Manager Christeson*

- i. **Enrollment in ACWA-JPIA Medical Insurance**

General Manager Christeson summarized the August 8, 2020 Board decision to leave CalPERS Medical Insurance and enroll with ACWA-JPIA Medical Insurance.

- 1) **Adoption of Updated Employee Handbook.** Discussion and possible action.

General Manager Christeson detailed necessary updates to the Employee Handbook to facilitate the District's enrollment with ACWA-JPIA Health Insurance. Changes to District and Floating Holidays previously adopted by the Board are included as well. Discussion ensued.

Director O’Grady motioned to adopt the Updated Employee Handbook with corrections. President Richert 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 & Aquifer Levels.** Update. *Operations Manager Benson*

Operations Manager Benson presented Performance Reporting for each department and Aquifer Levels for the months of July and August 2020. Discussion ensued.

j. **Consider Adoption of Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work.**

Discussion and possible action. *Operations Manager Benson*

General Manager Christeson detailed a failure of the ammonia injection system at the Powerhouse. A brief overview of the function of the ammonia injection system was provided. In order to run the Powerhouse per District permits, immediate action is needed to repair damaged ammonia piping. Staff recommends the Board adopt Resolution 20-09 Determining the Existence of an Emergency and Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work. Adoption of this Resolution requires no less than a 4/5ths vote.

Director Dornbrook motioned to adopt Resolution 20-09 Determining the Existence of an Emergency and Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Perform Other Work. 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

k. **Propane/Electric Meter Protection.** Discussion and possible action. *Operations Manager Benson*

Operations Manager Benson summarized previous Board direction requiring District propane and electric customers to install meter protection enclosure(s) to District standards for protection of customers, staff, and property. Staff efforts to ensure customer compliance with District Policies and Ordinances to install meter protection enclosure(s) was detailed. Discussion ensued.

It was the consensus of the Board to affirm its commitment to existing policies and to implement the following three-tiered system for propane and electric meters requiring additional protection:

Low Risk: District Staff has determined the propane and/or electric meter(s) is at low risk of damage from snow/ice.

The customer shall:

- Build meter protection enclosure(s) to District Meter Protection Standards, or
- Sign an Indemnification Agreement absolving the District of liability should the meter(s) ever become damaged due to not complying with District Meter Protection Standards, and
 - If there is not an existing, dedicated curb stop valve for the propane service at the residence in the driveway or in another paved area from which snow is removed, one should be installed, and
 - Commit to monitor and remove snow from around the meter(s) and off of architectural features used as protection after each snow accumulation.

Medium Risk: District Staff has determined the propane and/or electric meter(s) is at medium risk of damage from snow/ice.

The customer shall:

- Build meter protection enclosure(s) to District Meter Protection Standards, or
- Use alternative protection enclosure(s) approved by the District, and
 - Sign an Indemnification Agreement absolving the District of liability should the meter(s) ever become damaged due to not complying with District Meter Protection Standards, and
 - If there is not an existing, dedicated curb stop valve for the propane service at the residence in the driveway or in another paved area from which snow is removed, one should be installed, and
 - Commit to monitor and remove snow from around the meter(s) and off of architectural features used as protection after each snow accumulation; or

At the request of the customer, an extension of up to a year will be granted to build a meter protection enclosure(s) as noted above. In order to exercise this option, the customer must:

- Sign an Indemnification Agreement absolving the District of liability should the meter(s) ever become damaged due to not complying with the District Meter Protection Standards, and
- If there is not an existing, dedicated curb stop valve for the propane service at the residence in the driveway or in another paved area from which snow is removed, one should be installed, and
- Commit to monitor and remove snow from around the meter(s) and off of architectural features used as protection after each snow accumulation; and
- Provide the District with a completion date for the construction of the meter(s) protection enclosure.

High Risk: District Staff has determined the propane and/or electric meter(s) is susceptible to imminent danger from snow/ice. The High Risk Tier also includes customers in the Medium Risk Tier that have not responded to any District requests to upgrade their meter(s) protection since August 2019.

For District customers that have been determined to be in the High Risk Tier and have responded to District requests to upgrade their meter protection, the customer shall:

- Build meter protection enclosure(s) to District Meter Protection Standards, or
- Submit an alternative protection enclosure(s) subject to District review and approval.
 - Sign an Indemnification Agreement absolving the District of liability should the meter(s) ever become damaged due to not complying with the District Meter Protection Standards, and
 - If there is not an existing, dedicated curb stop valve for the propane service at the residence in the driveway or in another paved area from which snow is removed, one should be installed, and

- Commit to monitor and remove snow from around the meter(s) and off of architectural features used as protection after each snow accumulation; and
- Provide a date for completion of the meter protection enclosure(s).

Customers in the High Risk Tier that do not comply as noted above and for those who have not responded to District requests to construct meter protection since August 2019, utilities may be shut off per District policy.

Director Dornbrook motioned to accept the above three-tiered system for Propane and Electric Meters requiring additional protection as discussed at the September 12, 2020 Regular Board of Directors meeting. Director Epstein seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, and Dornbrook

NOES: None

ABSENT: None

ABSTAINING: Directors O'Grady and Perroud

I. 2021/2022 Private Driveway Snow Removal Policy. Discussion and possible action.
General Manager Christeson

General Manager Christeson summarized Staff's recommendation to cease to offer Private Driveway Snow Removal Contracts starting in the 2021-2022 winter season. The Finance Committee has reviewed and recommends approval. Discussion ensued.

President Richert motioned that it is the Board's intention for Fiscal Year 2021/2022 to incorporate private driveways into HOA Snow Removal Contracts with HOAs determining allocations for driveways within their HOA. The Board is inviting comment on implementation issues that the affected HOAs may have. Staff will share snow removal data with respective HOAs upon request, provided it is readily available or with little effort. 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

m. 2020/2021 HOA Snow Removal Pricing. Discussion and possible action.
General Manager Christeson

Director O'Grady detailed recent customer feedback and Finance Committee discussions regarding 2020/2021 HOA Snow Removal Pricing. The Finance Committee unanimously recommends the Board reconsider their August 8, 2020 HOA Snow Removal Pricing decision. Discussion ensued.

Director Epstein motioned to use the last column of the July Board packet, page 50 spreadsheet for pricing for East Meadows, Juniper Ridge, KMA, and Palisades and the second to last column for the remaining HOAs in determining their total contract price. Further to provide a credit on the fourth HOA Snow Removal Contract payments of the affected HOA equivalent to the difference described above versus what was sent to the HOA previously. Director O'Grady seconded the motion and it carried by the following roll call vote:

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

NOES: Director Perroud

ABSENT: None

ABSTAINING: Director Dornbrook

9. GENERAL MANAGER'S REPORT

General Manager Christeson

General Manager Christeson reported on:

- Wastewater Treatment Plant preliminary engineering report for USDA
- CMUA Meetings
- COVID-19 Wastewater Testing System
- ACWA Region 3 Board Meeting, ACWA Board Meeting, and the ACWA Energy Meeting

10. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- New Squad 93 Fire Truck
- Playground Construction
- Chipping Program
- Staffing Changes

11. STANDING COMMITTEE REPORT

a. **Planning Committee**

Director Perroud reported on Committee discussions regarding:

- Wastewater Treatment Plant COVID Testing
- Connection Fee Study
- Irrigation Incentive Program
- Voluntary Utility Funding
- COVID-19 Contingencies

b. **Finance Committee**

Director O'Grady reported on Committee discussions regarding:

- Net Metering
- Property Tax Allocations from Alpine County
- Electric Base Rates

It was the consensus of the Board to direct Staff to evaluate the Electric Base Rate and the Electric Usage Rate in order to balance fixed costs.

c. **Communications Committee**

Director Epstein reported on Committee discussions regarding:

- Evaluating responses from the 2020 Customer Satisfaction Survey.
- Website Review
- Urgent Notification System
- Improvements to the Snow Removal Management user interface on kmpud.com.

d. Operations Committee

Director Dornbrook reported all items were covered.

e. Personnel Committee

President Richert reported all items were covered. The Committee will discuss Employee Survey results at their next meeting, taking place on Monday, September 21, 2020.

12. TEMPORARY ADVISORY COMMITTEE REPORT**a) Playground**

Director O'Grady and Director Epstein will provide a Playground Committee update at the October 10, 2020 Board of Directors meeting.

b) Fire Funding

Fire Funding Ad-Hoc Committee was disbanded.

13. GENERAL DISCUSSION

Director Epstein thanked community members for taking the time to participate through sending letters and attending today's Board meeting.

14. CLOSED SESSION**a) Significant exposure to litigation pursuant to § 54956.9(d) involving three potential cases.**

President Richert reported the Board considered three items in Closed Session. No action was taken on the First and the Third items.

On the Second item the Board affirmed Policy 620 Conditions of Service, including the District's ability to shut off utility services if access to District facilities is impeded by the customer.

15. ADJOURNMENT

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

(The next Regular Board Meeting is Saturday, October 10, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District