



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, October 9, 2021 – 8:00 AM

BOARD MEETING MINUTES

Robert Epstein, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Eric Richert, President

John Schroeder, Treasurer
Bertrand Perroud, Assistant Secretary

Under provisions of Assembly Bill No. 361 and authorization of the Kirkwood Meadows Public Utility District Board of Directors to hold meetings remotely, this meeting took place via video/teleconference.

1. CALL TO ORDER

President Richert

Determining a quorum present, Director 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 Schroeder

Board of Directors Absent: None

Staff Present via Zoom: General Manager Christeson, Assistant General Manager Ansel, Administrative Manager McBride, Operations Manager Benson

Others Present via Zoom: Doug Mitarotonda, Terry Woodrow Alpine County Supervisor District 4, Howard Hoffman, and Anne-Flore Dwyer

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the October 9, 2021 Regular Board meeting. If members of the public would like to make a comment, they should use the raise your hand function on Zoom. All votes will be taken by roll call vote.

- 4. REMOTE TELCONFERENCE MEETINGS.** Consider finding by a majority vote under Gov. Code § 54953(e)(3) that as a result of the continuing COVID-19 emergency: (i) the Board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health or safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code § 54953, subd.(e)(1)(C) is renewed. Discussion and possible action.

General Manager Christeson

President Richert summarized previous Board direction to hold District meetings remotely under the provisions of AB 361. Discussion ensued.

Director Epstein motioned to find under Gov. Code § 54953(e)(3) that as a result of the continuing COVID-19 emergency: (i) the Board has reconsidered the circumstances of the state of emergency; (ii) renew prior findings that meeting in person would continue to present imminent risks to the health and safety of attendees; and (iii) the authorization for meetings to be held by teleconference pursuant to Gov. Code §

54953, subd.(e)(1)(C) is renewed. President Richert seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook
NOES: None
ABSTAIN: None
ABSENT: None

5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

President Richert requested to move Agenda Items 10g. KMPUD Report Server and 10h. Ordinance No. 21-02 Revising Electric Rates and Rate Structure to follow Agenda Item 10d. OGALS Park Improvement Project.

President Richert requested to pull Agenda Items 8b. Approve September 11, 2021 Regular Meeting Minutes and Director Epstein requested to pull 8c. Approve September 30, 2021 Special Meeting Minutes to be voted on separately by the Board of Directors that were present at the respective meetings.

Director Dornbrook motioned to accept the Saturday, October 9, 2021 Regular Board of Directors Meeting Agenda as amended. Director Perroud seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook
NOES: None
ABSTAIN: None
ABSENT: None

6. COMMENTS FROM THE AUDIENCE

Jeanne Lear with the Alpine County Redistricting Committee provided an update on the Committee's progress and invited public comment.

Howard Hoffman commented regarding public participation in Board discussions.

7. WRITTEN COMMENTS FROM THE PUBLIC

President Richert noted written comments from the public are included in the Board Packet.

8. ADOPTION OF CONSENT CALENDAR

- a. **July 10, 2021 Regular Board Meeting Minutes**
Approve July 10, 2021 Regular Board Meeting Minutes
- b. **September 11, 2021 Regular Board Meeting Minutes**
Approve September 11, 2021 Regular Board Meeting Minutes
- c. **September 30, 2021 Special Board Meeting Minutes**
Approve September 30, 2021 Special Board Meeting Minutes
- d. **Current Consent for Claims**
Approve Current Consent for Claims
- e. **Receivables/Shut Offs Report**
Approve Receivables/Shut Offs Report
- f. **Howard Hoffman as a community member of the Planning Committee**
Approve Howard Hoffman as a community member of the Planning Committee

Director Dornbrook motioned to adopt items 8a. Approve July 10, 2021 Regular Board Meeting Minutes, 8d. Approve Current Consent for Claims, 8e. Approve Receivables/Shut Offs Report, and 8f. Approve Howard Hoffman as a community member of the Planning Committee as presented. Director Perroud seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook

NOES: None

ABSTAIN: None

ABSENT: None

Director Perroud motioned to adopt July 10, 2021 Regular Board Meeting Minutes as presented. Director Dornbrook seconded the motion and it carried by the following roll call vote:

AYES: Directors Epstein, Schroeder, Perroud, and Dornbrook

NOES: None

ABSTAIN: President Richert

ABSENT: None

Director Perroud motioned to adopt September 30, 2021 Special Board Meeting Minutes as presented. Director Dornbrook seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Schroeder, Perroud, and Dornbrook

NOES: None

ABSTAIN: Director Epstein

ABSENT: None

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

None.

10. ITEMS FOR BOARD ACTION

- a. **Finances.** Discussion and possible action regarding the District's financials. *AM McBride*
 - i. **July & August Financials.** Administrative Manager McBride presented August Financials noting that July Financials are included in the Board Packet. Revenue account by fund was presented noting that the Water Department is negative due to principal and interest payments on loans. Combined Income Statement for the month of August was presented noting Operating Revenues are down from plan and Commercial Revenues are up from plan. Year-to-date Operating Revenues are down from plan and Total Operating Expenses through August 2021 are better than plan. Income Statements for the month of August for each department were presented. Income Statement Comparison was presented.
 - ii. **September Preliminaries.** September 2021 Preliminary Income Statement was presented noting Operating Revenues are down from plan and Year-to-Date Operating Revenues are down from plan.
 - iii. **Cash Flow.** Cash Flow for the month of September ended better than plan noting the LAIF Balance went down due to complete payment of the A8-17 Loan.
 - iv. **Budget Variance Tracking.** Budget Variances were updated through August 2021.

- b. **Performance Reporting & Aquifer Levels.** Update. *OM Benson*
- Operations Manager Benson presented Performance Reporting and Aquifer Levels for July, August, and September 2021 noting use of the Powerhouse generators during the months of July and September. Discussion ensued.
- c. **Ordinance No. 21-01 Propane and Electric Meter Protection.** Discussion and possible action. *OM Benson*
- Operations Manager Benson provided an update on the progress of customer installation of Propane and Electric meter protection structures and requested the Board approve a 12-month extension for the construction of the meter protection structures. Discussion ensued.
- Director Schroeder motioned to approve a 12-month extension for installation of required meter protection with the unsafe meter indemnity agreement deadlines remaining as written in Ordinance 21-02 Propane and Electric Meter Protection. Director Perroud seconded the motion and it carried by the following roll call vote:
- AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook
- NOES: None
- ABSTAIN: None
- ABSENT: None
- d. **OGALS Park Improvement Project.** Notice of District's intent to file Notice of Exemption and other associated environmental documents necessary in association with this project. *GM Christeson*
- General Manager Christeson detailed the Notice of District's intent to file a Notice of Exemption and other associated environmental documents necessary in association with the Park Improvement Project in order to construct new structures for the community park improvements. Discussion ensued.
- Director Dornbrook motioned to approve the Notice of Exemption for the District's Park Improvement Project as presented. Director Schroeder seconded the motion and it carried by the following roll call vote:
- AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook
- NOES: None
- ABSTAIN: None
- ABSENT: None
- g. **KMPUD Report Server.** Discussion. *GM Christeson*
- General Manager Christeson detailed use and functions of the District's Report Server including Staff, Board Director and Consultant access to data contained in the Report Server. Roles in maintaining data and updating Report Server programming were summarized. Discussion ensued.
- Director Schroeder motioned to direct staff to draft a Systems Infrastructure Policy and a Data Protection Policy for review by the Communications Committee. Director Perroud seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Schroeder, Perroud, and Dornbrook

NOES: None

ABSTAIN: None

ABSENT: None

h. **Ordinance No. 21-02 Revising Electric Rates and Rate Structure.** Discussion.

Director Epstein summarized previous Board discussions regarding Ordinance 21-02 Revising Electric Rates and Rate Structure, adopted on July 10, 2021. Directors Epstein and Perroud presented proposed changes to Ordinance 21-02. Discussion ensued. Board consensus is to direct Staff and the Finance Committee to consider proposed changes to Ordinance 21-02 as presented with the addition of a consideration of how a minimum payment could help full-time residents and bring recommendations back to the Board. Proposed changes to Ordinance 21-02 will be reviewed by District Counsel after consensus from Finance.

e. **District Meetings.** Discussion and possible action.

President Richert summarized previous Board discussions regarding resuming in-person meetings and opening of the Community Service Building to customers during regular business hours. Discussion ensued. General Manager Christeson will meet with Staff regarding opening the Community Service Building during regular business hours and bring a recommendation to the Personnel Committee.

f. **WWTP Financing.** Update.

GM Christeson

Director Schroeder summarized a delay in receiving the Wastewater Treatment Plant (WWTP) Funding from United States Department of Agriculture Rural Utility Service (USDA RUS). General Manager Christeson detailed reasons, outside District control, for the delay in receiving funding. Discussion ensued.

i. **KCA Community Roadmap.** Discussion.

President Richert

President Richert detailed the Kirkwood Community Association's (KCA's) effort to create a communication platform for community members. Discussion ensued with President Richert to communicate the Board's recommendations to KCA.

10. **GENERAL MANAGER'S REPORT**

Assistant General Manager Ansel reported on:

- The Caldor Fire.
- New hires and open positions.
- Operations Manager Benson reported on Summer Projects.

11. **OPERATIONS REPORT**

Assistant General Manager Ansel and Operations Manager Benson covered the Operations Report under Agenda Item 10. General Manager's Report.

12. **STANDING COMMITTEE REPORT**

a. **Finance Committee**

Director Schroeder reported on Committee discussions regarding financing for the Wastewater Treatment Plant (WWTP) Improvement Project.

b. Planning Committee

Director Perroud reported on Committee discussions regarding:

- Wildfire prevention and fuel reduction.
- EV Charging.
- Public Good Charge Fund.
- Propane Shifting.

c. Operations Committee

Did not meet.

d. Communications Committee

Director Epstein reported on Committee discussions regarding:

- The Renewable Electricity and Propane Offset Program
- Fire Safety Seminar Series

e. Personnel Committee

Did not meet.

13. TEMPORARY ADVISORY COMMITTEE REPORT

Assistant General Manager Ansel reported the Summer Festival Committee plans to meet in December 2021 to recap the 2021 Summer Festival and start planning the 2022 event.

14. GENERAL DISCUSSION

Director Epstein summarized attending a seminar regarding the future of transportation.


15. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:40 AM

(The next Regular Board Meeting is tentatively scheduled for November 13, 2021 at 8:00 AM.)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District