



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, November 9, 2019 – 8:00AM**

**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 8:00am

**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

Via Teleconference:

Olga Darlington, Moss Adams LLP

Others Present:

Frank Dixon (Kirkwood Property Services), Terry Woodrow (Alpine County Supervisor, District 4), Jeff Brown (Amador County Supervisor, District 3), Bertrand Perroud (Kirkwood Meadows Association)

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed members of the public to this 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](mailto:echristeson@kmpud.com) and the Board will respond.

**4. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR**

None

**5. COMMENTS FROM THE AUDIENCE**

Bertrand Perroud, Kirkwood Meadows Association, commented regarding Cal Fire inspections of Kirkwood properties and the US Forest Service controlled burn that became a wildfire in the Caples Creek Watershed. Jeff Brown, Amador County Supervisor District 3 suggested asking Rick Hopson, US Forest Service District Ranger to give a presentation to the Board regarding controlled burning operations.

**6. ADOPTION OF CONSENT CALENDAR**

- a. **Special Board Meeting Minutes of August 30, 2019**  
Approve August 30, 2019 Special Board Meeting Minutes
- b. **Emergency Board Meeting Minutes of August 30, 2019**

- Approve August 30, 2019 Emergency Board Meeting Minutes
- c. **Current Consent for Claims**  
Approve Current Consent for Claims
  - d. **Receivables/Shut Offs Report**  
Review Receivables/Shut Offs Report.

Director Epstein motioned to adopt the Consent Calendar as presented. Director O'Grady 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. **Fiscal Year 2018/2019 Audit. Discussion and Possible Action.** *Administrative Manager McBride*

President Smith introduced Olga Darlington, Moss Adams LLP. Mrs. Darlington gave a detailed presentation of the Fiscal Year 2018/2019 Audit results, including the Auditor's Report, required communications and District responsibilities. Discussion ensued and Mrs. Darlington answered questions from the Board.

Director O'Grady motioned to approve the Fiscal Year 2018/2019 Audit 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

- b. **Finances. Discussion and Possible Action Regarding the District's Financials.** *Administrative Manager McBride*

- i. August & September Financials.

AM McBride presented September Financials noting August Financials are included in the Board Packet for review. The Balance Sheet was presented noting Total Operating Cash is up from plan due to timing of payments for large projects. Operating Cash by Fund was presented noting that Fund 1, Fire Department, G&A, and Parks is operating at a loss due to timing of receipt of property tax allocations. Fund 40, Employee Housing is operating at a loss due to the purchase of two employee housing condominiums. Fund 70, Snow Removal is operating at a loss due to the timing of receipt of snow removal contract payments. Combined Income Statement was presented noting operating revenues are up from plan and year-to-date operating revenues are up from plan. Budget Income Statements were presented for each department noting the large variance in contract services in G&A is due to the timing of receipt of the Moss Adams invoice for audit services. September EBITDA (Earnings Before Interest, Tax, Depreciation, and

Amortization) is better than plan. October preliminary revenues are up from plan. Known Budget Variances include Snow Removal salaries and benefits through September 30.

- c. **Investment Policy Quarterly Report.** Discussion. *Administrative Manager McBride*

Administrative Manager McBride presented the LAIF (Local Agency Investment Fund) quarterly report. General Manager Christeson noted the LAIF report will be presented each quarter in accordance with Policy Statement 380 Investment Policy.

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

Operations Manager Benson presented performance reporting for each department for the month of October. Discussion ensued regarding aquifer levels.

- e. **T-1 Communication Line Repair Project.** Update. *General Manager Christeson*

Operations Manager Benson detailed progress on the T-1 communication line repair project noting that since no Bids were received, the project will be completed by District staff. Discussion ensued.

- f. **WWTP Roof Repair Project.** Update. *Operations Manager Benson*

General Manager Christeson detailed progress on the Wastewater Treatment Plant roof repair project noting that due to the project cost coming in under budget the roof material was upgraded.

- g. **Propane Valve Replacement Project.** Update. *Operations Manager Benson*

Operations Manager Benson summarized the Notice of Award and Notice to Proceed awarded to Bayview Engineering and Construction Company, Inc. to complete the propane valve replacement project, including an anticipated completion date by December 6, 2019.

- h. **PG&E Public Safety Power Shutoff (PSPS) Impacts.** Update. *Operations Manager Benson*

Operations Manager Benson gave background details of PG&E's Public Safety Power Shut-Offs and detailed four outages that occurred in October and the resulting effects on District operations. Discussion ensued regarding public notifications during emergencies. The IT Committee will agendize automated notices for a future topic.

- i. **Electric Renewables / Propane Carbon Offset Project.** Update. *Clerk of the Board Gillies*

Clerk of the Board Gillies summarized the Electric Renewables and Propane Carbon Offset Project, developed to offer District customers the option to have 100% renewable electricity and offset 100% of the greenhouse gasses emitted from propane use. Discussion ensued.

- j. **Board Roles and Responsibilities Binder.** Discussion and possible action. *Clerk of the Board Gillies*

Clerk of the Board Gillies summarized the Board Roles and Responsibilities Binder to be distributed to all incoming Board Members, highlighting additions to the binder. Discussion ensued.

Director Richert motioned to approve distribution of the Board Roles and Responsibilities Binder to all existing and incoming Board members. Director O'Grady 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

- k. **Report of Wastewater Discharge Consultant.** Discussion and possible action. *General Manager Christeson*

General Manager Christeson summarized an error in the maximum Wastewater Treatment Plant capacity reported in July 2017 which disregarded the limit of the District's Waste Discharge Permit (WDR) issued by the Regional Water Quality Control Board (RWQCB). In order to rectify the disparity between actual capacity and permitted capacity, a new Report of Waste Discharge (RWD) must be prepared by a Registered Professional Engineer or Hydrogeologist and submitted to the RWQCB for approval. Director Dornbrook stated the Operations Committee recommends retaining a Registered Professional Engineer to prepare a new RWD. Discussion ensued.

Director Dornbrook motioned to direct General Manager Christeson to retain a Registered Professional Engineer to prepare a new RWD. 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

- l. **Snow Removal Action Plan 2019/2020.** Update and possible action. *General Manager Christeson*

General Manager Christeson gave a detailed overview of the 2019/2020 Snow Removal Action Plan including hiring efforts and staffing levels to-date, use of employee housing, training, and equipment maintenance. Discussion ensued.

- m. **Playground.** Update and possible action. *General Manager Christeson*

General Manager Christeson summarized the need to replace the playground's main play structure and gave an overview of discussions with Vail regarding the parcel the playground occupies. Funding options for upgrading the playground were presented including submitted grant applications. Discussion ensued regarding funding playground upgrades. It was the consensus of the Board to develop an action plan and form a Temporary Advisory Committee to address playground issues and include the playground topic in the upcoming bi-annual customer satisfaction survey. President Smith appointed Director O'Grady, Director Epstein, Anne O'Grady, and Cheryl Stern to the committee.

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

General Manager Christeson reported on:

1. ACWA/JPIA Inspection
2. DDW (Department of Drinking Water) Inspection
3. RUS (Rural Utility Service) LFAR (Loan Fund Accounting Review) Audit
4. 218 Rate Study
5. Solid Waste Contract Expiration

## 10. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. PSPS and Ground Fault Issues
2. Chair 11 Transformer
3. Bollard Installation
4. Smoke Testing
5. Manhole Rehabilitation

#### **11. STANDING COMMITTEE REPORT**

**a. Planning Committee**

Director Richert reported on Committee discussions regarding:

- EDU Methodology
- Proposed Kirkwood Station Development

**b. Operations Committee**

All items were covered.

**c. Finance Committee**

All items were covered.

**d. IT Committee**

Director Epstein reported on Committee discussions regarding:

- Record Retention Policy
- Security Password Protection
- Sensus Reporting Reliability

**e. Personnel Committee**

President Smith reported on Committee discussions regarding staff training and gave an update on the ongoing Economic Development meetings.

#### **12. TEMPORARY ADVISORY COMMITTEE REPORT**

President Smith appointed Director Epstein and Director Richert to an Ad-hoc Committee tasked with review of the General Manager's contract in anticipation of contract renewal in June 2020.

Director Richert reported the Fire Funding Ad-hoc Committee is now a sub-committee to the Finance Committee and alternatives to a special tax are being explored to provide Fire Department funding.

#### **13. GENERAL DISCUSSION**

None

#### **14. CLOSED SESSION**

None

#### **15. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:05am.

*(The next Special Board Meeting is Friday, December 13, 2019)*

  
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Jessica Gillies, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District