



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 14, 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

Others Present via Zoom: Terry Woodrow, Alpine County Supervisor District 4, Olga Darlington, Moss Adams LLP

3. **ANNOUNCEMENTS**

General Manager Christeson

General Manager Christeson welcomed members of the public to the November 14 Board meeting.

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

Director Perroud requested to discuss Item 7a. Regular Meeting Minutes of September 12, 2020.

5. **COMMENTS FROM THE AUDIENCE**

None

6. **WRITTEN COMMENTS FROM THE PUBLIC**

None

7. **ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes: September 12, 2020**
Approve September 12, 2020 Regular Board Meeting Minutes
- b. **Regular Board Minutes: October 10, 2020**
Approve October 10, 2020 Regular Board Meeting Minutes
- c. **Current Consent for Claims**

- Approve Current Consent for Claims
 d. **Receivables / Shut Offs Report**
 Review Receivables /Shut Offs Report

Director O’Grady motioned to adopt Consent Calendar Items 6b. Regular Board Meeting Minutes October 10, 2020, 6c. Current Consent for Claims, and 6d. Receivables/Shut Offs Report 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

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

Director Perroud proposed to amend draft Regular Board Meeting Minutes of September 12, 2020, Item 8k. Propane/Electric Meter Protection. Discussion ensued. President Richert asked Directors if they wish to accept Director Perroud’s proposed amendment to draft Regular Board Meeting Minutes of September 12, 2020, Item 8k. Propane/Electric Meter Protection. A “Yes” vote would amend the September 12, 2020 Regular Board Meeting Minutes as proposed by Director Perroud and a “No” vote would adopt the draft Regular Board Meeting Minutes as presented.

AYES: Directors Epstein, and Perroud
 NOES: President Richert, Directors O’Grady, and Dornbrook
 ABSENT: None
 ABSTAINING: None

Draft Regular Board Meeting Minutes of September 12, 2020 are adopted as presented.

9. ITEMS FOR BOARD ACTION

- a. **Fiscal Year 2019/2020 Audit.** Discussion and possible action. *Olga Darlington (Moss Adams)*

Olga Darlington, Moss Adams LLP presented the Fiscal Year 2019/2020 Audit results, including the Auditor’s Report, required communications and District responsibilities. Discussion ensued.

Director O’Grady motioned to adopt the Fiscal Year 2019/2020 Audit as presented. President Richert seconded the motion and it carried by the following voice vote:

AYES: President Richert, Directors Epstein, Dornbrook, Perroud, and O’Grady
 NOES: None
 ABSENT: None
 ABSTAINING: None

- b. **Finances.** Discussion and possible action regarding the District’s financials. *Administrative Manager McBride*

- i. September Financials. Administrative Manager McBride presented the Consolidated Balance Sheet noting Total Operating Cash is better than plan. Combined Income Statement was presented noting Operating Revenues for September are down from plan and Year-to-Date Total Revenues are down from plan. Income Statements for each department were presented, highlighting the comparisons between residential and operating revenues for each department.
- ii. October Preliminaries. October 2020 Preliminary Income Statement was presented noting Operating Revenues are down from plan.
- iii. Cash Flow. Cash Flow for the month of October ended better than plan.
- iv. Budget Variance Tracking. Known Budget Variances for Fiscal Year 2021 were updated.

c. **Resolution 20-13 RUS Certificate of Authority.** Discussion and possible action. *AM McBride*

Administrative Manager McBride detailed RUS (Rural Utilities Service) requirements to have designated staff submit annual reporting requirements. Resolution 20-13 RUS Certificate of Authority designates Thomas Baggett, Accounting Specialist 2 as administrator on behalf of the District who shall be responsible for submitting required RUS forms and designates Kelly McBride, Administration Manager as Security Administrator on behalf of the District.

Director Dornbrook motioned to adopt Resolution 20-13 RUS Certificate of Authority as presented. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

d. **Biannual Customer Survey Results.** Update. *GM Christeson*

General Manager Christeson presented a comparison of the 2018 and 2020 Customer Satisfaction Survey results. Discussion ensued.

e. **Communications Policy 720.** Discussion and possible action. *GM Christeson*

General Manager Christeson presented revised Communications Policy 720. Discussion ensued. President Richert suggested an amendment to Written Communications section.

Director Epstein motioned to adopt Communications Policy 720 as amended. 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

f. **Resolution 20-14, Continuing Service Suspensions, Penalties, and Shutoffs During COVID-19.** Discussion and possible action. *GM Christeson*

General Manager Christeson presented Resolution 20-14, Continuing Service Suspension, Penalties, and Shutoffs During COVID-19. Resolution 20-14 updates and extends Resolution 20-03 Temporary Relief for Nonpayment of Utilities.

Director O'Grady motioned to adopt Resolution 20-14, Continuing Service Suspension, Penalties, and Shutoffs During COVID-19 as presented. 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

- g. **Performance Reporting & Aquifer Levels.** Update *OM Benson*

Operations Manager Benson presented Performance Reporting and Aquifer Levels for each department for the month of October. Discussion ensued.

- h. **Sanitary Sewer Management Plan Audit.** Review & possible action. *OM Benson*

General Manger Christeson presented the Sanitary Sewer Management Plan 2020 Audit Report noting that the Management Plan and Audit are contained in the same document. The Operations Committee has reviewed and recommends adoption. Discussion ensued.

Director Dornbrook motioned to adopt the Kirkwood Meadows Public Utility District Sewer System Management Plan 2020 Audit Report as presented. 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

- i. **Termination of Emergency under Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work.** Discussion & possible action. *GM Christeson*

General Manager Christeson summarized repairs completed to the District Powerhouse authorized under Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and Other Work.

Director Dornbrook motioned to terminate Resolution 20-09 Authorizing Emergency Repair Work to the District Powerhouse to Remedy a Broken Pipe and/or Fitting and 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

10. **GENERAL MANAGER'S REPORT**

General Manager Christeson

General Manager Christeson reported on:

- CMUA and ACWA Legislative and Regulatory Committee Meetings.
- Update on State Water Resources Control Board Notice of Violation on Wells 4 and 5 for exceeding Manganese limits.

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Winter preparations.
- Fire Department Grant Application.
- Hazard Tree Removal along the Out Valley Electric Line.

12. STANDING COMMITTEE REPORT

a. Finance Committee

Director O'Grady reported on Committee discussions regarding:

- Wood Chipping.
- Alpine County Property Tax Allocations.
- Electric Rates.

b. Planning Committee

Did not meet in November.

It was noted the Planning Committee will be considering whether or not to offer propane to future subdivisions.

c. Operations Committee

All items were covered.

d. Communications Committee

Director Epstein reported on Committee discussions regarding:

- Addition to the Report Server of aggregate number of days per month that residential units were occupied.
- Renewable Electricity and Propane Offset Program.
- Future topics for the December Committee meeting.

e. Personnel Committee

Did not meet

13. TEMPORARY ADVISORY COMMITTEE REPORT

a) Playground

Did not meet.

President Richert noted that a temporary advisory committee is needed to address use of the Office of Grants and Local Services (OGALS) grant funds.

14. GENERAL DISCUSSION

Director Dornbrook noted that the unofficial Trick or Treaters record for Kirkwood was broken on Halloween 2020 with approximately sixteen Trick or Treaters visiting his house.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:38am.

(The next Regular Board Meeting is Saturday, December 12, 2020 at 8:00am)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District