



AGENDA
REGULAR BOARD MEETING
Friday, October 3, 2025 – 2:00 PM
District Board Room, Community Services Building
33540 Loop Road, Kirkwood, CA 95646
AND
Director Epstein will appear via Teleconference at:
Goldman School of Public Policy, Room 3541893
LeRoy, Berkeley California

BOARD MEMBERS

Robert Epstein, Vice President
John Schroeder, Treasurer

Doug Mitarotonda, President

Peter Dornbrook, Secretary
Chris Tucher, Assistant Secretary

HOW TO PARTICIPATE / OBSERVE THE MEETING:

Public access is available at the physical location of the meeting. You may participate in person or via the Zoom Webinar.

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833 and enter the Webinar ID# **874 0646 8432** followed by the pound (#) key. Raise your hand to talk by pressing *9.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/81932313323> using a computer with internet access the meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/204003179-System-Requirements-for-Zoom-Rooms>) Raise your hand to talk by clicking Participants/Raise Hand.

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# **819 3231 3323**

HOW TO SUBMIT PUBLIC COMMENTS:

Prior to the meeting, please mail comments to P.O. Box 247, Kirkwood, CA 95646, fax your comments to (209) 258-8727 Attn: Rick Ansel or email at ransel@kmpud.com, write "Public Comments" in the subject line. Include the agenda item number and title, as well as your comments. During the meeting, the Board President will announce the opportunity to make public comments. Please utilize the "raise your hand" function via the Zoom application or your telephone if participating in this manner.

ACCESSIBILITY INFORMATION:

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact the District at least 48-hours before the meeting at (209) 258-4444 or info@kmpud.com. Advanced notification will enable the District to swiftly resolve such requests and ensure accessibility.

AGENDA

- 1) **CALL TO ORDER** *President Mitarotonda*
- 2) **ROLL CALL** *Secretary Dornbrook*
- 3) **ANNOUNCEMENTS** *General Manager Ansel*
- 4) **CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR** (For purposes of the Brown Act, all Action and Consent items listed give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.)
- 5) **COMMENTS FROM THE AUDIENCE** (This is an opportunity for members of the public to address the Board on any short non-agenda items that are within the subject matter jurisdiction of the District. No discussion or action can be taken on matters not listed on the agenda, per the Brown Act.)
- 6) **WRITTEN COMMENTS FROM THE PUBLIC** (This is an opportunity for Directors and Staff to share written comments received from the public. No discussion or action can be taken on matters not listed on the agenda, per the Brown Act.)
- 7) **ADOPTION OF THE CONSENT CALENDAR** (Any item can be removed to be discussed and considered separately upon request. Comments and questions from members of the public, staff or Board can be made when the comment does not necessitate separate action.)
 - a) Approve Board Meeting Minutes from September 5, 2025
 - b) Approve Current Consent for Claims
 - c) Review Receivables/Shut Offs Report
- 8) **CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION/ACTION**
- 9) **ITEMS FOR BOARD ACTION**
 - a) **Water / Wastewater Rate Adjustments.** Discussion & possible action. *General Manager Ansel*
 - b) **Fire and Emergency Medical Services in Kirkwood.** Discussion & possible action. *President Mitarotonda*
 - c) **Finances.** Discussion and possible action regarding the District's financials *Administrative Manager Leach.*
 - i) Overview & Budget Variances
 - ii) July Financials
 - iii) August Preliminaries
 - iv) Cash Flow
 - d) **USDA RUS Resolution.** Discussion and Possible Adoption of Resolution 25-07 Naming GM Ansel (1) Certifier and (2) Security Administrator on Behalf of the District. *Administrative Manager Leach*
 - e) **Property Tax Allocations.** Discussion & possible action. *Administrative Manager Leach*
 - f) **Lodge Tank Power and Level Sensor.** Discussion & possible action. *Operations Manager Benson*

- g) **SSMP Internal Audit** Discussion & possible action. *Operations Manager Benson*
- 10) **MAJOR PROJECT UPDATES** (Discussion may take place; no action may be taken.)
- 11) **GENERAL MANAGER’S REPORT** (Discussion may take place; no action may be taken.)
- 12) **OPERATIONS REPORT** (Discussion may take place; no action may be taken.)
- 13) **STANDING COMMITTEE REPORTS** (Discussion may take place; no action may be taken.)
- 14) **TEMPORARY ADVISORY COMMITTEE REPORTS** (Discussion may take place; no action may be taken.)
- 15) **GENERAL BOARD DISCUSSION** Opportunity for the Board to ask questions for clarification, provide information to Staff, request Staff to report back on a matter, or to direct Staff to place a matter on a subsequent agenda.
- 16) **ADJOURNMENT**

The next Regular Board Meeting is scheduled for Friday, November 7, 2025 at 2:00 PM.

The Kirkwood Meadows Public Utility District Board of Directors regularly meets the first Friday of each month. A complete Agenda packet is available for review at the meeting and at the District office during the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. This meeting is recorded and broadcast over Volcano Community Channel 19 and on the internet at www.kmpud.com. Items on the Agenda are numbered for identification purposes only and will not necessarily be considered in the order in which they appear. Designated times are for particular items only. Public Hearings will not be called to order prior to the time specified but may occur slightly later than the specified time.

Public participation is encouraged. Public comments on items appearing on the Agenda will be taken at the same time the Agenda items are heard; comments should be brief and directed to the specifics of the item being considered. Please provide the Clerk of the Board with a copy of all written materials presented at the meeting. Comments on items not on the Agenda can be heard during “Comments from the Audience”; however, action cannot be taken on items not on the Agenda.

Backup materials relating to an open session item on this Agenda, which are not included with the Board packet, will be made available for public inspection at the same time they are distributed or made available to the Board, and can be viewed at the District office, at the Board meeting and upon request to the Clerk of the Board.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (209) 258-4444, or by email at info@kmpud.com. Requests must be made as early as possible, and at least two business days before the meeting.

The Kirkwood Meadows Public Utility District is an Equal Opportunity Provider and Employer



BOARD OF DIRECTORS
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
Main Location:
33540 Loop Rd., P.O. Box 247, Kirkwood, CA 95646
Telephone (209) 258-4444

PUBLIC HEARING OF THE BOARD OF DIRECTORS
Friday, September 5, 2025 – 1:00 PM

PUBLIC HEARING MEETING MINUTES

Robert Epstein, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Doug Mitarotonda, President

John Schroeder, Treasurer
Chris Tucher, Asst. Secretary

1) **CALL TO ORDER**

President Mitarotonda

Determining a quorum present, Director Mitarotonda called the meeting to order at 1:00 PM.

2) **ROLL CALL**

Secretary Dornbrook

Board of Directors Present:

Directors Dornbrook, Epstein, Schroeder, and Mitarotonda

Board of Directors Present via Zoom:

None

Board of Directors Absent:

Director Tucher

Staff Present:

General Manager Christeson, Assistant General Manager Ansel,
Clerk of the Board Taylor, Administrative Manager Leach

Others Present (In person or via Zoom):

Frederick Newberry, Greg Kiskinen, Gregory McManus, Jack Longinotti, Joel Gomez, Marc Musgrove, Paul Washam, Howard Hoffman, Supervisor Terry Woodrow, Helen Wilson, Jason Dwyer, Jon Campbell, Mark Hildebrand, Matt Dussing, Danielle Miller, John M.

3) **ANNOUNCEMENTS**

GM Christeson

General Manager Erik Christeson welcomed everyone to the September 5, 2025, Public Hearing for Water and Wastewater Rate Structure & Increase meeting and noted if you are in Zoom, please use the raise your hand function if you would like to speak. If you are here in the audience, please stand at the podium to speak.

4) **PUBLIC HEARING**

- a. President Mitarotonda outlined the Public Hearing procedure and process for receiving public comments.

President Mitarotonda opened the Public Hearing to receive comments on Proposed Changes to Water and Wastewater Rates and Rate Structure. Public comments were received. Discussion ensued.

Director Epstein motioned to close the Public Hearing for public comment. Director Schroeder seconded the motion, and it was carried out by the following vote:

AYES: President Mitarotonda, Directors Dornbrook, Epstein, and Schroeder

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

- b. General Manager Christeson explained that the District received 33 valid protests and 3 invalid protests. The threshold to overcome was 438 protests to be successful, which is 50% of the total services for water and wastewater in the valley.
- c. Director Mitarotonda summarized the questions asked during public comments. General Manager Christeson outlined the details incorporated in the Water and Wastewater Rate Study as they pertained to the community's questions. Discussion ensued.

Director Epstein motioned to adopt the Water and Wastewater Study, Ordinance 25-01, and look for opportunities each fiscal year for the rates to be reduced. Director Schroeder seconded the motion. The vote passed with the following vote:

AYES: President Mitarotonda, Directors Dornbrook, Epstein, and Schroeder

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

5) ADJOURNMENT

There being no further business, the meeting was adjourned at 1:34pm.

Melody Taylor, Clerk of the Board
Kirkwood Meadows Public Utility District

Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District



BOARD OF DIRECTORS
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
Main Location:
33540 Loop Rd., P.O. Box 247, Kirkwood, CA 95646
Telephone (209) 258-4444

REGULAR MEETING OF THE BOARD OF DIRECTORS
Friday, September 5, 2025 – 2:00 PM

BOARD MEETING MINUTES

Robert Epstein, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Doug Mitarotonda, President

John Schroeder, Treasurer
Chris Tucher, Asst. Secretary

1) **CALL TO ORDER**

President Mitarotonda

Determining a quorum present, Director Mitarotonda called the meeting to order at 2:00 PM.

2) **ROLL CALL**

Secretary Dornbrook

Board of Directors Present:

Directors Dornbrook, Epstein, Schroeder, and Mitarotonda.

Board of Directors Present via Zoom:

None

Board of Directors Absent:

Director Tucher

Staff Present:

General Manager Christeson, Assistant General Manager Ansel,
Clerk of the Board Taylor, Administrative Manager Leach

Others Present (In person or via Zoom): Frederick Newberry, Greg Kiskinen, Gregory McManus, Jack Longinotti, Joel Gomez, Marc Musgrove, Paul Washam, Howard Hoffman, Supervisor Terry Woodrow, Helen Wilson, Jason Dwyer, Jon Campbell, Mark Hildebrand, Matt Dussing, Danielle Miller, John M.

3) **ANNOUNCEMENTS**

GM Christeson

General Manager Erik Christeson welcomed everyone to the September 5, 2025, Board of Directors meeting and noted if you are in Zoom, please use the raise your hand function if you would like to speak. If you are here in the audience, please stand at the podium to speak.

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

Director Mitarotonda

None.

5) COMMENTS FROM THE AUDIENCE

Jay Dwyer suggested that utility projects be considered years in advance to allow for better long-term planning. He also expressed his view that Brandi Benson would be the best candidate for the General Manager position.

6) WRITTEN COMMENTS FROM THE PUBLIC

President Mitarotonda noted that the only written comments had been received for the public hearing.

7) ADOPTION OF CONSENT CALENDAR

- a. **Approve August 1, 2025, regular meeting minutes.**
- b. **Approve Current Consent for Claims.**
- c. **Review Receivables/Shut Offs Report**

Director Epstein motioned to adopt the consent calendar. Director Dornbrook seconded the motion, and it was carried out by the following vote:

AYES: President Mitarotonda, Directors Epstein, Dornbrook, and Schroeder

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

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

None.

9) CLOSED SESSION

- a. Closed session regarding General Manager appointment
 - i. Government Code §54597(b)(1)
- b. Closed session regarding conference with Labor Negotiators
 - i. Government Code §54597.6

The Labor Negotiators updated the board with options to fill the General Manager position, which they were tasked with at the August 1, 2025, Board of Directors meeting. There were no further actions taken in the closed session.

10. ITEMS FOR BOARD ACTION

a. General Manager Contract

Director Mitarotonda presented the Labor Negotiator's Recommendation, page 26 of the Board Packet, outlining the process and recommendation to appoint Rick Ansel as General Manager. It was also recommended to have Erik Christesen contracted for consulting services during the transition. Director Schroeder noted the expedited timeline of this process.

President Mitarotonda opened the meeting for public comment. Comments were received from Jay Dwyer and Helen Wilson.

Director Epstein motioned to authorize the Labor Committee to move forward with offering Rick Ansel the General Manager contract. Director Schroeder seconded the motion, and it was carried out with the following vote:

AYES: President Mitarotonda, Directors Epstein, Dornbrook, and Schroeder

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

b. Finances Discussion and possible action regarding the District's financials

i. Overview & Budget Variance

Presented by Administrative Manager Leach. Director Dornbrook noted that this was reviewed in the Finance Committee Meeting.

ii. June Financials

Presented by Administrative Manager Leach. Director Dornbrook noted that the budget is projected based on a 5 year average with actual usage being lower than projected

iii. July Preliminaries

Presented by Administrative Manager Leach.

iv. Cash Flow

Presented by Administrative Manager Leach. Discussion ensued. General Manager Christesen noted this was the first time the Board has viewed the new projected cash flow for FY26 with June's financials included.

c. Fire and Emergency Medical Services in Kirkwood

President Mitarotonda outlined the community surveying process. Conversations have continued with Alpine County, noting that Nicole Williamson has retired and Charles McKee has replaced her as the new Chief Administrative Officer for the County. The recommendation is to pause the community survey until after the Alpine County Board of Supervisors' meeting, as that may change the data needed to be provided in the survey. An updated timeline was presented.

President Mitarotonda opened the meeting for public comment. Comments were received from Jay Dwyer.

Director Epstein clarified that the survey is still in development, explained the 218 process, offered suggestions regarding owners of multiple properties, and discussed the possibility of utilizing email for communications. Additional discussion ensued regarding owners of multiple properties.

Alpine County Board of Supervisors will meet on Sept 16, 2025. Director Epstein suggested a community forum during the survey.

d. Resolution 25-06 Honoring General Manager Erik M Christeson

President Mitarotonda read resolution 25-06, honoring Erik Christesen.

Director Epstein motions for the adoption of resolution 25-06. Director Epstein seconded the motion, and it was carried out with the following vote:

AYES: President Mitarotonda, Directors Epstein, Dornbrook, and Schroeder

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

General Manager Christeson reported that there were no contested offices for the election of the Board of Directors. No other changes to the major projects report.

12. GENERAL MANAGERS REPORT

GM Christeson

General Manager Christeson gave a final report. Discussion ensued regarding the upcoming Electric Rate Study. Advised that there will be resolutions at the next Board of Director's Meeting regarding Rick Ansel's appointment to General Manager.

13. OPERATIONS REPORT

AGM Ansel

Assistant General Manager Ansel reported 95 Fire Department calls for the year and 10 calls in the month of August. There has been good volunteer participation, for the month of August there were only 2 shifts with only 1 volunteer on duty. A Title 22 class will be hosted at KVFD at the end of the month. He also reported that operations staff is prepping for winter and colder temperatures. Playground equipment will be removed prior to the first snow of the season. Snow removal contracts are scheduled to be sent out next week. Discussion ensued.

14. STANDING COMMITTEE REPORTS

Director Mitarotonda

a. Finance Committee

No updates from Finance Committee.

b. EOP Committee

Director Dornbrook reported that the staff did a great job replacing bollards on Fremont Court. Committee Member Richert wants to retire and there is a request from Greg McManus to join the committee. There is desire to put efforts into reviewing the use of the Electric Public Benefits Charge funds; there is minimal participation in the current programs eligible for these funds.

c. Personnel Committee

None

d. Communications Committee

The communications report is included in the board packet.

e. IT & Cybersecurity Committee

Did not meet.

f. LAFCO

Did not meet.

15. TEMPORARY ADVISORY COMMITTEE REPORTS

None.

16. GENERAL BOARD DISCUSSION

Discussion ensued expressing gratitude to Erik Christeson for his work and congratulates Rick Ansel as the newly appointed General Manger.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:53 PM

(The next Board Meeting is scheduled for October 3rd, 2025, at 2:00 PM)

Melody Taylor, Clerk of the Board
Kirkwood Meadows Public Utility District

Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

**Consent for Claims
September 29, 2025**

K.G. Walter Construction (WWTP)	\$111,295
Placer Title (Meadowstone Unit 108 Purchase)	\$155,143
USDA (RUS Payment)	\$711,534
OPERATING COSTS	\$463,410
TOTAL	\$1,441,382

AP - Vouchers

<u>DocNbr</u>	<u>TranDate</u>	<u>PeriodPost</u>	<u>InvNbr</u>	<u>PONbr</u>	<u>BatchID</u>	<u>Description</u>	<u>DiscAmt</u>	<u>Amount</u>	<u>Paid Chk #</u>	<u>Doc Balance</u>
ACWA001 ACWA JPIA										
24254	09/04/2025	2026-01	0000000239		AP008935	CYBER LIABILITY COVERAGE	0.00	2,402.00	11361	0.00
24227	09/02/2025	2026-04	0707024		AP008925	OCT HEALTH INSURANCE	0.00	41,617.88	11351	0.00
								\$44,019.88		\$0.00
ACWA001 ACWA JPIA										
AIRG001 AIRGAS USA, LLC										
24317	09/17/2025	2026-02	5519145793		AP008989	CYLINDER RENTAL	0.00	450.40	11384	0.00
								\$450.40		\$0.00
AIRG001 AIRGAS USA, LLC										
AIRM001 AIRMED CARE NETWORK										
24344	09/18/2025	2026-03	11308-20250916		AP008992	MEMBERSHIP - TOMAS LEITENBAUER	0.00	75.00	11385	0.00
								\$75.00		\$0.00
AIRM001 AIRMED CARE NETWORK										
ALPI007 ALPINE COUNTY TREASURER - TAX COLLECTOR										
24334	09/17/2025	2026-03			AP008990	SM34#111 PROPERTY TAX	0.00	2,643.12	11386	0.00
								\$2,643.12		\$0.00
ALPI007 ALPINE COUNTY TREASURER - TAX COLLECTOR										
ANSE001 RICK ANSEL										
24253	09/04/2025	2025-12		26-053	AP008934	UNITED RENTAL REIMBURSEMENT FOR R ANSEL	0.00	268.13	11362	0.00
24277	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	70.00	8802947	0.00
24237	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802963	0.00
								\$373.13		\$0.00
ANSE001 RICK ANSEL										
AT&T001 AT&T										
24221	09/02/2025	2026-02			AP008922	LONG DISTANCE - AUG	0.00	156.09	11352	0.00
								\$156.09		\$0.00
AT&T001 AT&T										

AP - Vouchers

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AT&T002 AT&T										
24196	08/28/2025	2026-02	1479215014		AP008908	KM BLUE/GREEN BROADBAND	0.00	2,132.72	11333	0.00
24341	09/18/2025	2026-03	6525026018		AP008992	KM BLUE/GREEN BROADBAND	0.00	2,132.72	11387	0.00
								\$4,265.44		\$0.00
AT&T002 AT&T										
BART001 BKS LAW FIRM PC										
24255	09/04/2025	2025-12			AP008936	JUNE LEGAL FEES	0.00	1,438.50	11410	0.00
24260	09/04/2025	2025-12			AP008939	BILLING CREDIT FY2025	0.00	(4,095.00)	11410	0.00
24258	09/04/2025	2026-01			AP008937	JULY LEGAL FEES	0.00	723.66	11410	0.00
24382	09/26/2025	2026-02			AP009009	AUGUST LEGAL FEES	0.00	3,340.50	11410	0.00
								\$1,407.66		\$0.00
BART001 BKS LAW FIRM PC										
BB&T001 BAGGETT BOOKKEEPING AND TAX COMPANY										
24263	09/04/2025	2026-02	197		AP008940	ADMIN & ACCOUNT CONSULTING	0.00	300.00	11363	0.00
								\$300.00		\$0.00
BB&T001 BAGGETT BOOKKEEPING AND TAX COMPANY										
BENN002 JACOB BENNION										
24238	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	11370	0.00
								\$35.00		\$0.00
BENN002 JACOB BENNION										
BENS002 ED BENSON										
24239	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802964	0.00
24330	09/17/2025	2026-03		26-101	AP008990	WELLNESS BENEFIT FY26 FOR E BENSON	0.00	665.00	11388	0.00
								\$700.00		\$0.00
BENS002 ED BENSON										
BIAG001 MARIO BIAGI										
24240	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802965	0.00
								\$35.00		\$0.00
BIAG001 MARIO BIAGI										

AP - Vouchers

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BIRG001 BARON BIRGE										
24241	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802966	0.00
								\$35.00		\$0.00
BIRG001 BARON BIRGE										
BMOF001 BMO FINANCIAL GROUP										
24180	08/28/2025	2026-02	000002039022		AP008908	SM34#111 AUG LOAN PAYMENT	0.00	972.49	8802938	0.00
24359	09/24/2025	2026-03	000002052678		AP009002	SM34#111 SEPT LOAN PAYMENT	0.00	972.49	8802985	0.00
								\$1,944.98		\$0.00
BMOF001 BMO FINANCIAL GROUP										
BRAU001 BRAUN BLAISING & WYNNE, P.C.										
24217	09/02/2025	2026-01	22821		AP008921	WILDFIRE MITIGATION PLAN	0.00	269.50	11353	0.00
								\$269.50		\$0.00
BRAU001 BRAUN BLAISING & WYNNE, P.C.										
BURG002 LEVI BURGESS										
24278	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	10.00	8802948	0.00
								\$10.00		\$0.00
BURG002 LEVI BURGESS										
CALP002 CALPERS										
24273	09/04/2025	2026-03			AP008941	PPE 08.29.2025 UNFUNDED CALPERS	0.00	10,622.50	8802944	0.00
24274	09/04/2025	2026-03			AP008941	PPE 08.29.2025 UNFUNDED PEPRA	0.00	172.08	8802945	0.00
								\$10,794.58		\$0.00
CALP002 CALPERS										
CALP457 CALPERS SUPPLEMENTAL INCOME PLANS										
24206	08/28/2025	2026-02			AP008908	PPE 08.15.2025 #100000018029279	0.00	3,073.00	8802928	0.00
24275	09/04/2025	2026-03			AP008941	PPE 08.29.2025 #100000018041843	0.00	3,073.00	8802946	0.00
								\$6,146.00		\$0.00
CALP457 CALPERS SUPPLEMENTAL INCOME PLANS										

AP - Vouchers

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CAMP006 JON CAMPBELL										
24242	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802967	0.00
								\$35.00		\$0.00
CANO001 CANON FINANCIAL SERVICES, INC.										
24197	08/28/2025	2026-02	41702275		AP008908	AUG COPY MACHINE LEASE	0.00	441.14	11334	0.00
24361	09/24/2025	2026-03	41866997		AP009002	SEPT COPY MACHINE LEASE	0.00	441.14	11411	0.00
								\$882.28		\$0.00
CAST003 CASTUS CORPORATION										
24356	09/24/2025	2026-03	3192	26-102	AP009002	CASTUS ANNUAL SUPPORT CONTRACT & SERVIC	0.00	1,800.00	11412	0.00
								\$1,800.00		\$0.00
CDIA001 CA DEBT AND INVESTMENT ADVISORY COMMISSION										
24261	09/04/2025	2026-02			AP008940	DEBT REPORTING FEE - MEADOWSTONED PURC]	0.00	115.00	11364	0.00
								\$115.00		\$0.00
CEDJ001 CED- JACKSON										
24353	09/24/2025	2026-01	3385-1023303	26-018	AP009001	CT1 INSULATE	0.00	420.17	11413	0.00
24198	08/28/2025	2026-02	3385-1023654	26-060	AP008908	100 SPRING NUTS	0.00	141.84	11335	0.00
24212	08/28/2025	2026-02	3385-1023653		AP008908	600A CABLE ADAPTER	0.00	296.10	11335	0.00
24329	09/17/2025	2026-03	3385-1023874	26-092	AP008990	COPPER TOP & ADAPTERS	0.00	2,831.35	11389	0.00
24307	09/10/2025	2026-03	3385-1023699	26-064	AP008984	PH SUPPLIES - NUTS/BOLTS/COPPERTOPS	0.00	1,703.86	11371	0.00
24345	09/18/2025	2026-03	3385-1023919	26-085	AP008992	LED REPLACEMENT BULBS	0.00	229.15	11389	0.00
								\$5,622.47		\$0.00

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CIND001 CINDERLITE TRUCKING CORP.										
24371	09/26/2025	2026-02	143384		AP009007	TRUCKING FEE 08.29.2025	0.00	1,289.23	11414	0.00
24372	09/26/2025	2026-02	472117		AP009007	DUMP FEE 08.29.2025	0.00	128.58	11414	0.00
24189	08/28/2025	2026-02	143379		AP008908	TRUCKING FEE 08.11.2025 WWTP	0.00	1,301.39	11336	0.00
24190	08/28/2025	2026-02	470387		AP008908	DUMP FEE 08.11.2025 WWTP DIRT RAMP	0.00	128.22	11336	0.00
24191	08/28/2025	2026-02	143381		AP008908	TRUCKING FEE 08.13.2025 WWTP DIRT RAMP	0.00	1,375.75	11336	0.00
24192	08/28/2025	2026-02	470613		AP008908	DUMP FEE 08.13.2025 WWTP DIRT RAMP	0.00	134.06	11336	0.00
24193	08/28/2025	2026-02	143378		AP008908	TRUCKING FEE 08.04.2025 WWTP DIRT RAMP	0.00	1,301.39	11336	0.00
24194	08/28/2025	2026-02	469912		AP008908	DUMP FEE 08.04.2025 WWTP DIRT RAMP	0.00	134.08	11336	0.00
								\$5,792.70		\$0.00
CIND001 CINDERLITE TRUCKING CORP.										
CMUA001 CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION										
24292	09/10/2025	2026-01	26-077		AP008982	CMUA ANNUAL DUES FY26	0.00	6,730.00	11372	0.00
								\$6,730.00		\$0.00
CMUA001 CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION										
COBA001 CoBANK										
24264	09/04/2025	2026-02			AP008940	INTEREST OWED WWTP	0.00	26,142.57	8802961	0.00
								\$26,142.57		\$0.00
COBA001 CoBANK										
COLE001 JESSICA COLE										
24279	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	1,900.00	8802949	0.00
								\$1,900.00		\$0.00
COLE001 JESSICA COLE										
CROS001 CROSS CANYON ENGINEERING, LLC										
24303	09/10/2025	2026-02	4825		AP008983	CONSULTING/MAPPING/QUOTES	0.00	815.00	11373	0.00
								\$815.00		\$0.00
CROS001 CROSS CANYON ENGINEERING, LLC										
DUMO001 EMILY DUMOND										
24244	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802968	0.00
24231	09/03/2025	2026-03			AP008932	SEPT GAS STIPEND	0.00	60.00	8802968	0.00
24363	09/24/2025	2026-03		26-112	AP009002	WELLNESS BENEFIT REIMBURSEMENT FOR E DU	0.00	679.00	11433	0.00
								\$774.00		\$0.00
DUMO001 EMILY DUMOND										

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EDD001 EDD										
24210	08/28/2025	2026-02			AP008908	PPE08.15.2025 SDI/PIT	0.00	5,881.65	8802933	0.00
								\$5,881.65		\$0.00
EHSI001 EASY FLEET GPS, INC										
24226	09/02/2025	2026-03	2692		AP008924	SEASONAL SUSPEND	0.00	80.00	11354	0.00
								\$80.00		\$0.00
FICH001 BRANDI BENSON										
24230	09/03/2025	2026-03			AP008932	SEPT HOUSING CREDIT	0.00	480.00	8802969	0.00
24243	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802969	0.00
								\$515.00		\$0.00
FIRE001 FIRE RECOVERY USA										
24331	09/17/2025	2026-03	23-265	26-088	AP008990	ACCOUNT MAINTENANCE FEE	0.00	250.00	11390	0.00
								\$250.00		\$0.00
FSBA001 FIVE STAR BANK										
24228	09/03/2025	2026-01			AP008928	RATE LOCK FEE MEADOWSTONE #108	0.00	4,600.00	8802939	0.00
24252	09/04/2025	2026-02			AP008933	AUGUST CC PAYMENT	0.00	813.25	8802962	0.00
24318	09/17/2025	2026-02			AP008989	AUG CC PROCESSING FEES	0.00	569.87	8802981	0.00
24298	09/10/2025	2026-02			AP008983	MEADOWSTONE 108 LOAN PAYMENT AUGUST	0.00	2,752.53	8802978	0.00
24299	09/10/2025	2026-02			AP008983	SR EQUIPMENT LOAN	0.00	6,240.94	8802979	0.00
								\$14,976.59		\$0.00
GOME001 GEORGE GOMEZ										
24280	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	3,045.00	8802950	0.00
24332	09/17/2025	2026-03		26-087	AP008990	KVFD PARTS REIMBURSEMENT FOR J GOMEZ	0.00	217.94	11391	0.00
								\$3,262.94		\$0.00

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GOME002 BETHANY AMANDA GOMEZ										
24245	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802970	0.00
24232	09/03/2025	2026-03			AP008932	SEPT GAS STIPEND	0.00	60.00	8802970	0.00
								\$95.00		\$0.00
GOME002 BETHANY AMANDA GOMEZ										
GRAI001 GRAINGER										
24202	08/28/2025	2026-02	9608282795	26-057	AP008908	5GAL SAFETY RED PAINT FOR BOLLARDS	0.00	456.64	11337	0.00
24335	09/18/2025	2026-02	9619221352		AP008991	4LB HAMMER	0.00	47.43	11392	0.00
24336	09/18/2025	2026-02	9619569792		AP008991	GREEN MARKING PAINT	0.00	23.11	11392	0.00
24337	09/18/2025	2026-02	9619327829		AP008991	MARKING PAINT & PAINTING PPE	0.00	503.73	11392	0.00
								\$1,030.91		\$0.00
GRAI001 GRAINGER										
GUST001 IAN GUSTASON										
24281	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	120.00	8802951	0.00
								\$120.00		\$0.00
GUST001 IAN GUSTASON										
GUYS001 GUY'S SAW CENTER										
24195	08/28/2025	2026-02	558794	26-016	AP008908	YARD MAINTENANCE TOOLS	0.00	333.98	11338	0.00
								\$333.98		\$0.00
GUYS001 GUY'S SAW CENTER										
HOLT001 HOLT OF CALIFORNIA										
24293	09/10/2025	2026-02	SW010352056		AP008983	950GC DIAGNOSIS & REPAIRS	0.00	6,620.18	11374	0.00
24262	09/04/2025	2026-02	SW010352240	25-425	AP008940	924 REMOVE & INSTALL ECM	0.00	5,471.32	11365	0.00
24323	09/17/2025	2026-03	PS011212845		AP008990	REPLACEMENT BULBS	0.00	37.07	11393	0.00
24324	09/17/2025	2026-03	PR010158219		AP008990	CREDIT - WRONG BULBS RETURNED	0.00	(33.49)	11393	0.00
24305	09/10/2025	2026-03	PS011212631	26-072	AP008984	SR SHOP SUPPLIES AND BATTERIES	0.00	3,787.29	11374	0.00
								\$15,882.37		\$0.00
HOLT001 HOLT OF CALIFORNIA										
HOME001 HOME DEPOT CREDIT SERVICES										
24379	09/26/2025	2026-03	9011214	26-114	AP009008	KEYPAD LOCK & MOUSE TRAPS	0.00	118.82	11415	0.00
								\$118.82		\$0.00
HOME001 HOME DEPOT CREDIT SERVICES										

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HORN001	MAKENA HORNE									
24282	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	80.00	8802952	0.00
								\$80.00		\$0.00
HSBS001	HIGH SIERRA BUSINESS SYSTEMS									
24223	09/02/2025	2026-02	148351		AP008922	B/W + COLOR COPIES AUGUST	0.00	177.15	11416	0.00
								\$177.15		\$0.00
HUNT001	HUNT & SONS, LLC									
24229	09/03/2025	2026-02	562681		AP008931	UNLEADED DELIVERY 08.07.2025	0.00	688.35	11366	0.00
24306	09/10/2025	2026-03	585257		AP008984	UNLEADED DELIVERY 09.04.2025	0.00	983.15	11417	0.00
								\$1,671.50		\$0.00
HUNT002	HUNT PROPANE									
24300	09/10/2025	2026-02	85487		AP008983	PROPANE DELIVERY	0.00	12,991.93	11375	0.00
								\$12,991.93		\$0.00
HUNT004	HUNT OIL OF CALIFORNIA									
24295	09/10/2025	2026-02	711989		AP008983	REFILL SHOP BULK OIL FOR EQUIPMENT	0.00	5,903.78	11376	0.00
								\$5,903.78		\$0.00
INTE001	INTERSTATE SALES									
24325	09/17/2025	2026-03	18576		AP008990	6' MARKER POSTS	0.00	5,882.17	11394	0.00
								\$5,882.17		\$0.00
IRS001	INTERNAL REVENUE SERVICE									
24209	08/28/2025	2026-02			AP008908	PPE 08.15.2025 PR TAX	0.00	13,849.83	8802932	0.00
24269	09/04/2025	2026-03			AP008941	PPE 08.29.2025 PR TAX	0.00	13,778.03	8802940	0.00
								\$27,627.86		\$0.00

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JACK002 COREY S JACKSON										
24310	09/17/2025	2026-02			AP008989	IT SUPPORT	0.00	650.00	11395	0.00
								\$650.00		\$0.00
JACK002 COREY S JACKSON										
KCA001 KIRKWOOD COMMUNITY ASSOCIATION										
24220	09/02/2025	2026-02	000142		AP008922	KCA DUES SM34#111 AUG	0.00	94.38	11356	0.00
24268	09/04/2025	2026-03			AP008941	FLYNN CREEK CIRCUS HYDRANT METER REIMB	0.00	3,317.81	11367	0.00
24365	09/24/2025	2026-03	000142		AP009002	KCA DUES SM34#111 SEPT	0.00	94.38	11418	0.00
								\$3,506.57		\$0.00
KCA001 KIRKWOOD COMMUNITY ASSOCIATION										
KENT001 IAN KENT										
24283	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	20.00	8802953	0.00
								\$20.00		\$0.00
KENT001 IAN KENT										
KGWC001 K.G. WALTERS CONSRUCTION CO. INC										
24186	08/28/2025	2026-02			AP008908	WWTP IMPROVEMENT PROJECT	0.00	77,793.59	8802935	0.00
24346	09/18/2025	2026-03	15		AP008998	WWTP IMPROVEMENT PROJECT	0.00	33,501.27	8802984	0.00
								\$111,294.86		\$0.00
KGWC001 K.G. WALTERS CONSRUCTION CO. INC										
KIRK002 KIRKWOOD MOUNTAIN DEVELOPMENT										
24322	09/17/2025	2026-03			AP008990	OVERPAYMENT REFUND	0.00	18,483.52	11396	0.00
								\$18,483.52		\$0.00
KIRK002 KIRKWOOD MOUNTAIN DEVELOPMENT										
KIVA001 KIVA ENERGY INC										
24376	09/26/2025	2026-03	2568275		AP009008	PROPANE DELIVERY 09.19.2025	0.00	9,399.10	11419	0.00
								\$9,399.10		\$0.00
KIVA001 KIVA ENERGY INC										

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KPS001	KIRKWOOD PROPERTY SERVICES									
24204	08/28/2025	2026-02			AP008908	HYDRANT METER REFUND	0.00	3,206.12	11339	0.00
					KPS001	KIRKWOOD PROPERTY SERVICES		\$3,206.12		\$0.00
LAWS001	NICHOLAS LAWSON									
24219	09/02/2025	2026-02			AP008922	CONSULTING FEES	0.00	1,600.00	11357	0.00
					LAWS001	NICHOLAS LAWSON		\$1,600.00		\$0.00
LEA002	TERRI LEACH									
24233	09/03/2025	2026-03			AP008932	SEPT GAS STIPEND	0.00	60.00	8802971	0.00
24246	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802971	0.00
					LEA002	TERRI LEACH		\$95.00		\$0.00
LEIT001	TOMAS LEITENBAUER									
24364	09/24/2025	2026-03		26-108	AP009002	WELLNESS BENEFIT REIMBURSEMENT FOR T LE	0.00	616.00	11420	0.00
					LEIT001	TOMAS LEITENBAUER		\$616.00		\$0.00
LIND001	LINDE GAS & EQUIPMENT INC.									
24362	09/24/2025	2026-03	52024952	26-084	AP009002	WELDING SUPPLIES	0.00	678.43	11421	0.00
					LIND001	LINDE GAS & EQUIPMENT INC.		\$678.43		\$0.00
MCCU001	DAVID MCCULLERS									
24284	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	95.00	8802954	0.00
					MCCU001	DAVID MCCULLERS		\$95.00		\$0.00
MCGO001	TERRANCE MCGOVERN									
24285	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	360.00	8802955	0.00
					MCGO001	TERRANCE MCGOVERN		\$360.00		\$0.00

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MEEK001 MEEK'S LUMBER & HARDWARE										
24201	08/28/2025	2026-02	5114232	26-056	AP008908	2 PALLETS HIGH STRENGTH CONCRETE	0.00	1,702.29	11340	0.00
24333	09/17/2025	2026-03	14068476	26-086	AP008990	2 PALLEETS 5000PSI CONCRETE	0.00	1,728.18	11397	0.00
								\$3,430.47		\$0.00
MEEK001 MEEK'S LUMBER & HARDWARE										
MITA001 DOUGLAS MITAROTONDA										
24291	09/10/2025	2026-01			AP008982	WELLNESS BENEFIT FY25 FOR D MITAROTONDA	0.00	621.00	11377	0.00
24286	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	1,180.00	8802956	0.00
								\$1,801.00		\$0.00
MITA001 DOUGLAS MITAROTONDA										
MSCI001 MSC INDUSTRIAL SUPPLY CO.										
24373	09/26/2025	2026-02	7891158001	26-066	AP009007	SNOW REMOVAL SUPPLIES	0.00	977.21	11422	0.00
								\$977.21		\$0.00
MSCI001 MSC INDUSTRIAL SUPPLY CO.										
NEFF001 STEVEN NEFF										
24247	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802972	0.00
								\$35.00		\$0.00
NEFF001 STEVEN NEFF										
NOSS001 ARYAH NOSSRAT										
24288	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	370.00	8802957	0.00
								\$370.00		\$0.00
NOSS001 ARYAH NOSSRAT										
NV5001 NV5, INC.										
24174	08/28/2025	2026-01	466075		AP008907	QUARTERLY DETECTION MONITORING & DATA C	0.00	1,912.50	11341	0.00
24313	09/17/2025	2026-02	471203		AP008989	DATA COMPILATION	0.00	540.00	11398	0.00
								\$2,452.50		\$0.00
NV5001 NV5, INC.										

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NWL001 NORTHWEST LINEMAN COLLEGE										
24321	09/17/2025	2026-03	CIGT-027558C	26-098	AP008990	MODULE 4 LINEWORKER CERT FOR J CAMPBELI	0.00	751.00	11399	0.00
								\$751.00		\$0.00
NWL001 NORTHWEST LINEMAN COLLEGE										
PART001 THE PARTS HOUSE										
24314	09/17/2025	2026-02	208517		AP008989	CORE DEPOSIT CREDIT	0.00	(173.50)	11400	0.00
24315	09/17/2025	2026-02	208979		AP008989	RETURN CREDIT FOR 950GC BATTERIES	0.00	(1,707.15)	11400	0.00
24316	09/17/2025	2026-02	207468		AP008989	ELECTRONIC CLEANER & BATTERIES FOR 950GC	0.00	2,096.86	11400	0.00
24176	08/28/2025	2026-02	206896		AP008908	SR SHOP SUPPLIES	0.00	710.68	11342	0.00
24177	08/28/2025	2026-02	207470		AP008908	CUT-OFF & GRINDING WHEEL	0.00	(36.37)	11342	0.00
24178	08/28/2025	2026-02	206892		AP008908	(2)F450 BATTERIES & WD40	0.00	543.78	11342	0.00
24179	08/28/2025	2026-02	206897		AP008908	STARTING FLUID	0.00	141.24	11342	0.00
								\$1,575.54		\$0.00
PART001 THE PARTS HOUSE										
PATT001 SPENCER J PATTERSON										
24287	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	590.00	8802958	0.00
24248	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802973	0.00
								\$625.00		\$0.00
PATT001 SPENCER J PATTERSON										
PAUL001 JOE PAUL										
24249	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802974	0.00
								\$35.00		\$0.00
PAUL001 JOE PAUL										
PBI001 PETERSON BRUSTAD LLP										
24302	09/10/2025	2026-02	660		AP008983	WATER MASTER PLAN CONSULTING/ENGINEERI	0.00	4,217.75	11378	0.00
								\$4,217.75		\$0.00
PBI001 PETERSON BRUSTAD LLP										
PCS001 PROFESSIONAL COMPUTER SYSTEMS LLC										
24304	09/10/2025	2026-03	12632		AP008984	ASP HOSTING FEES	0.00	637.00	11379	0.00
								\$637.00		\$0.00
PCS001 PROFESSIONAL COMPUTER SYSTEMS LLC										

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PDM001 PDM STEEL SERVICE CENTERS, INC.										
24266	09/04/2025	2026-02	579142-01		AP008940	"LARGE" PIPE	0.00	7,906.50	11368	0.00
24267	09/04/2025	2026-02	579143-01		AP008940	"SMALL" PIPE	0.00	1,592.01	11368	0.00
								\$9,498.51		\$0.00
PERS001 PUBLIC EMPLOYEES RETIREMENT SYSTEM										
24207	08/28/2025	2026-02			AP008908	PPE 08.15.2025 #26403	0.00	4,809.39	8802929	0.00
24208	08/28/2025	2026-02			AP008908	PPE 08.15.2025 #1765	0.00	5,154.63	8802930	0.00
24270	09/04/2025	2026-03			AP008941	PPE 08.29.2025 #1765	0.00	5,154.63	8802941	0.00
24271	09/04/2025	2026-03			AP008941	PPE 08.29.2025 #26403	0.00	4,997.92	8802942	0.00
24272	09/04/2025	2026-03			AP008941	GASB 68 #1765	0.00	350.00	8802943	0.00
								\$20,466.57		\$0.00
PLAC002 PLACER TITLE CO.										
24185	08/28/2025	2026-02			AP008908	MEADOWSTONE 108 PURCHASE	0.00	155,142.88	8802934	0.00
								\$155,142.88		\$0.00
POST003 DAVID POSTE										
24236	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT - PRORATED	0.00	17.50	8802975	0.00
24234	09/03/2025	2026-03			AP008932	SEPT GAS CREDIT - PRORATED	0.00	30.00	8802975	0.00
								\$47.50		\$0.00
PRAX002 PRAX PRECISION CLEANING										
24181	08/28/2025	2026-02	563		AP008908	GENERAL CLEANING	0.00	250.00	11344	0.00
24319	09/17/2025	2026-03	599		AP008990	GENERAL CLEANING	0.00	250.00	11401	0.00
24355	09/24/2025	2026-03	613		AP009002	GENERAL CLEANING	0.00	250.00	11423	0.00
24377	09/26/2025	2026-03	627		AP009008	GENERAL CLEANING	0.00	250.00	11423	0.00
24378	09/26/2025	2026-03	630		AP009008	GENERAL CLEANING	0.00	250.00	11423	0.00
								\$1,250.00		\$0.00

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QUAD001	QUADIAN LEASING USA, INC.									
24358	09/24/2025	2026-03	Q2027312		AP009002	POSTAGE MACHINE	0.00	764.27	11424	0.00
								\$764.27		\$0.00
REMO001	REMOTE SATELLITE SYSTEMS INT'L									
24320	09/17/2025	2026-03	00133557		AP008990	SATELLITE PHONE - SEPT	0.00	79.00	11402	0.00
								\$79.00		\$0.00
REPU002	REPUBLIC SERVICES #594									
24294	09/10/2025	2026-02	0594-00016900		AP008983	AUGUST WASTE REMOVAL	0.00	15,192.40	11380	0.00
								\$15,192.40		\$0.00
RYLA001	RYLAND STRATEGIC BUSINESS CONSULTING									
24301	09/10/2025	2026-02	4895		AP008983	CONSULTING SERVICES	0.00	1,075.00	11381	0.00
								\$1,075.00		\$0.00
SCHR001	CRAIG SCHROEDER									
24289	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	1,250.00	8802959	0.00
								\$1,250.00		\$0.00
SHAF001	SHAFER EQUIPMENT COMPANY INC									
24199	08/28/2025	2026-02	10041956	26-012	AP008908	T4 TRACKLESS MASTER CYLINDER REPLACEME	0.00	743.21	11345	0.00
								\$743.21		\$0.00
SHEL001	SHELL ENERGY NORTH AMERICA (US), L.P.									
24175	08/28/2025	2026-01			AP008907	JULY INITIAL T+9B	0.00	41,174.11	8802936	0.00
24203	08/28/2025	2026-02			AP008908	APRIL 2025 INITIAL T+70B	0.00	(91.36)	8802936	0.00
24338	09/18/2025	2026-02			AP008991	AUG 2025 INITIAL T+9B	0.00	40,619.57	8802983	0.00
24339	09/18/2025	2026-02			AP008991	JAN 2024 NERC WECC CHARGES	0.00	585.34	8802983	0.00
								\$82,287.66		\$0.00

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SIER006 SIERRA EQUIPMENT SUPPLY										
24265	09/04/2025	2026-02	1469	25-397	AP008940	MACLEAN CLUTCH REPAIR & LABOR	0.00	12,728.01	11369	0.00
								\$12,728.01		\$0.00
SM34001 SUN MEADOWS 3/4 OWNERS ASSOCIATION										
24367	09/24/2025	2026-03	000143		AP009002	SM34#111 SEPT HOA DUES	0.00	633.65	11425	0.00
								\$633.65		\$0.00
SUMM003 SUMMIT FIRE & SECURITY, LLC										
24348	09/24/2025	2026-01	3414004		AP009001	WWTP ANNUAL EXTINGUISHER SERVICE	0.00	584.68	11426	0.00
24349	09/24/2025	2026-01	3417523		AP009001	FH ANNUAL EXTINGUISHER SERVICE	0.00	125.00	11426	0.00
24350	09/24/2025	2026-01	3414443		AP009001	SR/VEHICLE SHOP ANNUAL EXTINGUISHER SER	0.00	425.00	11426	0.00
24351	09/24/2025	2026-01	3414477		AP009001	EH/CSB ANNUAL EXTINGUISHER SERVICE	0.00	250.00	11426	0.00
24352	09/24/2025	2026-01	3417444		AP009001	PH ANNUAL EXTINGUISHER SERVICE	0.00	353.00	11426	0.00
								\$1,737.68		\$0.00
SWRC001 STATE WATER RESOURCES CONTROL BOARD										
24218	09/02/2025	2026-02		26-076	AP008922	OIT CERT FEE FOR M WAGNER	0.00	128.00	11358	0.00
24309	09/10/2025	2026-03		26-099	AP008984	OOIT I FOR J CAMPBELL	0.00	128.00	11382	0.00
								\$256.00		\$0.00
TAMA001 NICHOLAS DE WAYNE TAMANTINI										
24182	08/28/2025	2026-02			AP008908	CONSULTING SERVICES	0.00	1,600.00	11346	0.00
24357	09/24/2025	2026-03			AP009002	CONSULTING SERVICES	0.00	1,600.00	11427	0.00
								\$3,200.00		\$0.00
TAYL001 SCOTT TAYLOR										
24290	09/04/2025	2026-02			AP008949	AUGUST KVFD	0.00	1,140.00	8802960	0.00
								\$1,140.00		\$0.00

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TAYL002 MELODY TAYLOR										
24235	09/03/2025	2026-03			AP008932	SEPT GAS STIPEND	0.00	60.00	8802976	0.00
24250	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802976	0.00
								\$95.00		\$0.00
TAYL002 MELODY TAYLOR										
THAT001 THATCHER COMPANY										
24368	09/24/2025	2026-03	2025400104782	26-095	AP009002	WWTP SUPPLIES	0.00	7,463.01	11428	0.00
								\$7,463.01		\$0.00
THAT001 THATCHER COMPANY										
UNIO003 SWIFT COMMUNICATIONS, CA										
24222	09/02/2025	2026-02	IN206633	26-026	AP008922	JOB LISTING - ADMIN ASST	0.00	865.00	11359	0.00
								\$865.00		\$0.00
UNIO003 SWIFT COMMUNICATIONS, CA										
USAB001 USA BLUEBOOK										
24340	09/18/2025	2026-03	INV00821347	26-094	AP008992	WATER TESTING SUPPLIES	0.00	947.40	11403	0.00
								\$947.40		\$0.00
USAB001 USA BLUEBOOK										
USDA002 USDA / RURAL DEVELOPMENT										
24308	09/10/2025	2026-03	060047		AP008984	RUS INTEREST/PRINCIPAL	0.00	711,534.37	8802980	0.00
								\$711,534.37		\$0.00
USDA002 USDA / RURAL DEVELOPMENT										
VERI001 VERIZON WIRELESS										
24296	09/10/2025	2026-02	6122428536	26-0042	AP008983	AUGUST WW VPN	0.00	74.91	11383	0.00
								\$74.91		\$0.00
VERI001 VERIZON WIRELESS										
VOLC001 VOLCANO COMMUNICATION GROUP										
24214	08/29/2025	2026-03			AP008909	KVFD 209.258.8407	0.00	101.98	11347	0.00
24215	08/29/2025	2026-03			AP008909	CSB 209.258.4444	0.00	2,059.12	11347	0.00
								\$2,161.10		\$0.00
VOLC001 VOLCANO COMMUNICATION GROUP										

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WAGN002 MICHAEL WAGNER										
24251	09/03/2025	2026-03			AP008932	SEPT PHONE CREDIT	0.00	35.00	8802977	0.00
								\$35.00		\$0.00
WAPA001 WESTERN AREA POWER ADMINISTRATION										
24297	09/10/2025	2026-02	NNPB00229082		AP008983	BASE RESOURCE ALLOCATION	0.00	2,628.74	8802982	0.00
24216	08/29/2025	2026-03	NNPB00229082		AP008909	RESTORATION FUND CHARGE SEPT	0.00	658.82	8802937	0.00
								\$3,287.56		\$0.00
WEDC001 WEDCO INC.										
24360	09/24/2025	2026-03	S100191938.001	26-090	AP009002	LOWER SHOP LOT LEACH FIELD METER VAULT	0.00	2,861.20	11429	0.00
								\$2,861.20		\$0.00
WEST001 WESTERN NEVADA SUPPLY										
24374	09/26/2025	2026-03	11927471	26-081	AP009008	PVC CONDUIT PIPE	0.00	3,909.26	11430	0.00
								\$3,909.26		\$0.00
WETL001 WESTERN ENVIRONMENTAL TESTING LABORATORY										
24183	08/28/2025	2026-02	25080638		AP008908	250 W 08.19.2025	0.00	266.50	11348	0.00
24184	08/28/2025	2026-02	25080639		AP008908	25080639 WW 08.19.2025	0.00	236.20	11348	0.00
24187	08/28/2025	2026-02	25080124		AP008908	25080124 WW 08.05.2025	0.00	236.20	11348	0.00
24188	08/28/2025	2026-02	25080363		AP008908	25080363 W 08.12.2025	0.00	144.20	11348	0.00
24211	08/28/2025	2026-02	25080362		AP008908	25080362 WW 08.12.2025	0.00	236.20	11348	0.00
24311	09/17/2025	2026-02	25080869		AP008989	25080869 WW 08.26.2025	0.00	588.20	11406	0.00
24312	09/17/2025	2026-02	25080870		AP008989	25080870 W 08.26.2025	0.00	869.30	11406	0.00
24366	09/24/2025	2026-03	25090567		AP009002	25090567 W 09.16.2025	0.00	555.60	11431	0.00
24342	09/18/2025	2026-03	25090048		AP008992	25090048 W 09.02.2025	0.00	360.00	11406	0.00
24343	09/18/2025	2026-03	25090049		AP008992	25090049 WW 09.15.2025	0.00	236.20	11406	0.00
24380	09/26/2025	2026-03	25090280		AP009008	25090280 WW 09.09.2025	0.00	296.20	11431	0.00
24381	09/26/2025	2026-03	25090281		AP009008	25090281 W 09.09.2025	0.00	259.30	11431	0.00
								\$4,284.10		\$0.00
WETL001 WESTERN ENVIRONMENTAL TESTING LABORATO										

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WIRE001 WIRED SOLUTIONS										
24326	09/17/2025	2026-03	303854		AP008990	MS 365 PREMIUM BUSINESS & MS DEFENDER	0.00	1,149.50	11407	0.00
24327	09/17/2025	2026-03	303844		AP008990	IT SUPPORT	0.00	3,000.00	11407	0.00
24328	09/17/2025	2026-03	303872		AP008990	MS AZURE PLAN / PAX 8	0.00	267.51	11407	0.00
								\$4,417.01		\$0.00
WIRE001 WIRED SOLUTIONS										
WYLA001 WYLATTI RESOURCE MANAGEMENT, INC										
24205	08/28/2025	2026-02			AP008908	HYDRANT METER REFUND	0.00	2,857.00	11349	0.00
								\$2,857.00		\$0.00
WYLA001 WYLATTI RESOURCE MANAGEMENT, INC										
YEAG001 YEAGER TRANSPORT, INC.										
24375	09/26/2025	2026-03	23631		AP009008	PROANE DELIVERY TRANSPORT 09.19.2025	0.00	1,034.33	11432	0.00
								\$1,034.33		\$0.00
YEAG001 YEAGER TRANSPORT, INC.										
								\$1,441,382.11		\$0.00
All Vendors Report Total								\$1,441,382.11		\$0.00

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Past Due Balances

There is currently 0 locked off account(s) for non-payment

<u>Acct</u>	<u>Current Bal</u>	<u>Past Due 1 to 30</u>	<u>Past Due 31 to 60</u>	<u>Past Due 61 to 90</u>	<u>Past Due Over 90</u>	<u>Total Balance</u>	<u>Last Payment Date</u>
13292	374.84	0.00	434.86	348.95	263.01	1,421.66	5/22/2025
15265	82.90	0.00	90.11	0.00	0.00	173.01	7/16/2025
17241	286.90	0.00	353.48	225.78	0.00	866.16	7/14/2025
17743	13,256.34	0.00	978.86	0.00	0.00	14,235.20	8/28/2025
18306	15,905.37	0.00	2,940.44	0.00	0.00	18,845.81	8/28/2025
18753	734.40	0.00	868.25	849.99	831.28	3,283.92	9/18/2025
19227	258.49	0.00	286.39	0.00	0.00	544.88	9/29/2025
19496	328.20	0.00	433.62	30.12	0.00	791.94	8/22/2025
21450	264.13	0.00	323.48	30.74	0.00	618.35	5/22/2025
22571	594.02	0.00	20.86	0.00	0.00	614.88	9/4/2025
22844	279.94	0.00	299.81	0.00	0.00	579.75	7/14/2025
22968	1,154.46	0.00	1,279.23	1,321.58	0.00	3,755.27	9/29/2025
23165	257.93	0.00	194.02	0.00	0.00	451.95	8/29/2025
23521	310.46	0.00	368.57	0.00	0.00	679.03	8/26/2025
TOTAL	34,088.38	0.00	8,871.98	2,807.16	1,094.29	46,861.81	

Shutoffs

<u>Acct</u>	<u>Current Bal</u>	<u>Past Due 1 to 30</u>	<u>Past Due 31 to 60</u>	<u>Past Due 61 to 90</u>	<u>Past Due Over 90</u>	<u>Total Balance</u>	<u>Last Payment Date</u>
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	

Secondary AR Past Due Balances

<u>Acct</u>	<u>1 to 30</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>Over 90</u>	<u>NOTES</u>
MEAD002	75.00				
TOTAL	75.00	0.00	0.00	0.00	



To: Rick Ansel, General Manager, Kirkwood Meadows Public Utilities District

From: Mark Hildebrand, Hildebrand Consulting, LLC

Date: September 29, 2025

Subject: Revised financial plan for Water Enterprise based on manganese waiver

Hildebrand Consulting, LLC (“Consultant”) was retained by the Kirkwood Meadows Public Utility District (“KMPUD or “District”) to conduct a 2025 Water and Wastewater Rate Study (2025 Rate Study). The study was finalized and accepted by the KMPUD Board in July of 2025 and the water and sewer rates were adopted after a Proposition 218 compliant Public Hearing was held in September 2025. The 2025 Rate Study’s financial plan and recommended rates were based on the best available data that the time of the study. Since the adoption of the rates, KMPUD has learned that a waiver on manganese removal has been granted by the State of California. This manganese waiver means that KMPUD’s water utility is no longer obligated to deliver a material well improvement capital project, which means that KMPUD no longer needs the level of rate increases that were recommended by the rate study. This memo explains which capital project was removed, the financial impact of removing the project, and the resultant (revised) recommended rates.

Changes to Capital Improvement Schedule

The manganese waiver results in the elimination of the “Well 4/5 Improvement Project” (as highlighted in Row 4 of Table 1) which was budgeted to be a \$1.47 million expenditure and schedule for FY 2026/27 and FY 2027/28. This project made up almost 29 percent of the planned capital spending over the next six years. Row 21 of Table 1 show the revised total annual capital spending after the removal of the Well 4/5 project.

Changes to Proposed Debt

The 2025 Rate Study recommended four (4) debt issues over the next ten years (see Section 2.1.8 of the 2025 Rate Study report). The removal of the Well 4/5 Improvement Project will allow the District to forego the first recommended debt issue of \$1.7 million, as shown in **Figure 1**.

Changes to Proposed Rate Increases

The 2025 Rate Study recommended, and the KMPUD adopted, five successive annual rate increases of 14 percent starting in October of 2025 (see Section 2.1.10 of the report). The decrease in the near-term capital spending will allow the District’s water enterprise to adopt lower rate increases over the next 5 years, as shown in **Figure 1** and **Table 2**. It should be noted that the rate increases in the subsequent 5 years

(FY 2030/31 through FY 2034/35) will consequently need to be higher than forecasted in the 2025 Rate Study report because the manganese waiver is only a one-time reprieve in capital spending but the District will still need to increase its water rate revenue to support its long-term annual capital spending program.

Table 3 provides a detailed cash flow proforma that shows the water enterprise’s revised capital spending, revised debt schedule, and revised proposed rate increases.

Adoption of Revised Rates

The Board may vote on whether to adopt the revised rate schedule (as shown in Table 2) without going through a formal public hearing process (as required by Proposition 218) because the revised rates are *lower* than those that were previously displayed on the Proposition 218 notice sent out by the District in July 2025. Given that there was no majority protest during the September public hearing, the District is authorized to adopt lower rates.

Table 1: 6-Year Water Capital Improvement Schedule (through FY 2030/31)

	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31
Distribution						
1 Hazard Assessment	\$80,000	\$65,000				
2 Manganese Treatment Feasibility Study	\$30,000					
3 Sample Stations	\$10,000					
4 Well 4/5 Improvement Project		\$102,800	\$1,370,300			
5 Well 6 Installation						
General						
6 Connection Fee Study	\$20,000					
Replacement Component						
7 Fire Hydrant Replacements	\$52,500		\$10,000	\$10,000	\$10,000	\$10,000
8 Loop Road Main/Asphalt Repair	\$78,000					
9 Lodge Tank Power and Level Sensor	\$80,000					
10 Respirators (Split with WW)	\$3,000					\$3,000
11 Distribution System Valve Replacement		\$25,000			\$25,000	
12 PRV Improvements		\$249,400				
13 Dangburg Tank Access Road Rehabilitation			\$189,600			
14 Tank (Dangburg) Recoating				\$508,000		
15 Remote Read Meter Replacement						\$62,500
16 Tank (Lodge) Recoating					\$704,300	
17 Tank Diving / Inspection						\$15,000
18 Well 2 Instrumentation Upgrades						\$1,049,800
19 Well 4/5 Instrumentation Upgrades						\$387,000
20 Original Total Capital Expenses	\$353,500	\$442,200	\$1,569,900	\$518,000	\$739,300	\$1,527,300
21 Revised Total Capital Expenses	\$353,500	\$339,400	\$199,600	\$518,000	\$739,300	\$1,527,300

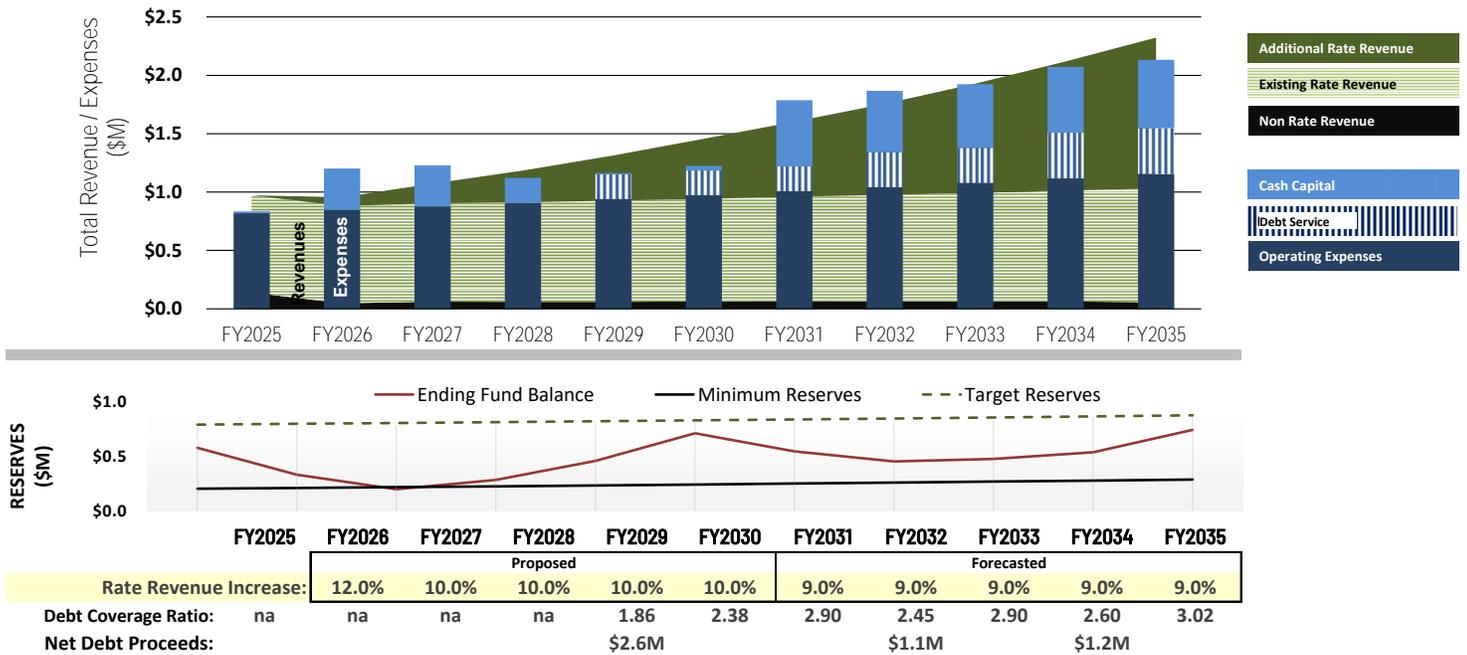


Figure 1: Water Enterprise Financial Forecast with Revised Rate Increases and Debt Issues

Table 2: Revised Water Rate Increases and Rate Schedule (after Manganese Waiver)

	Current Rates	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Effective Date:		November 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029
Monthly Meter Charge (per meter)	\$4.43	\$5.98	\$6.58	\$7.24	\$7.96	\$8.76
Monthly Indoor Base Rate ^(a)	\$38.69	\$40.86	\$44.95	\$49.45	\$54.40	\$59.84
Monthly Irrigation Base Rate ^(b)	\$12.89	\$13.62	\$14.98	\$16.48	\$18.13	\$19.94
Usage Rate (per hcf)	\$13.74	\$14.82	\$16.30	\$17.93	\$19.72	\$21.69

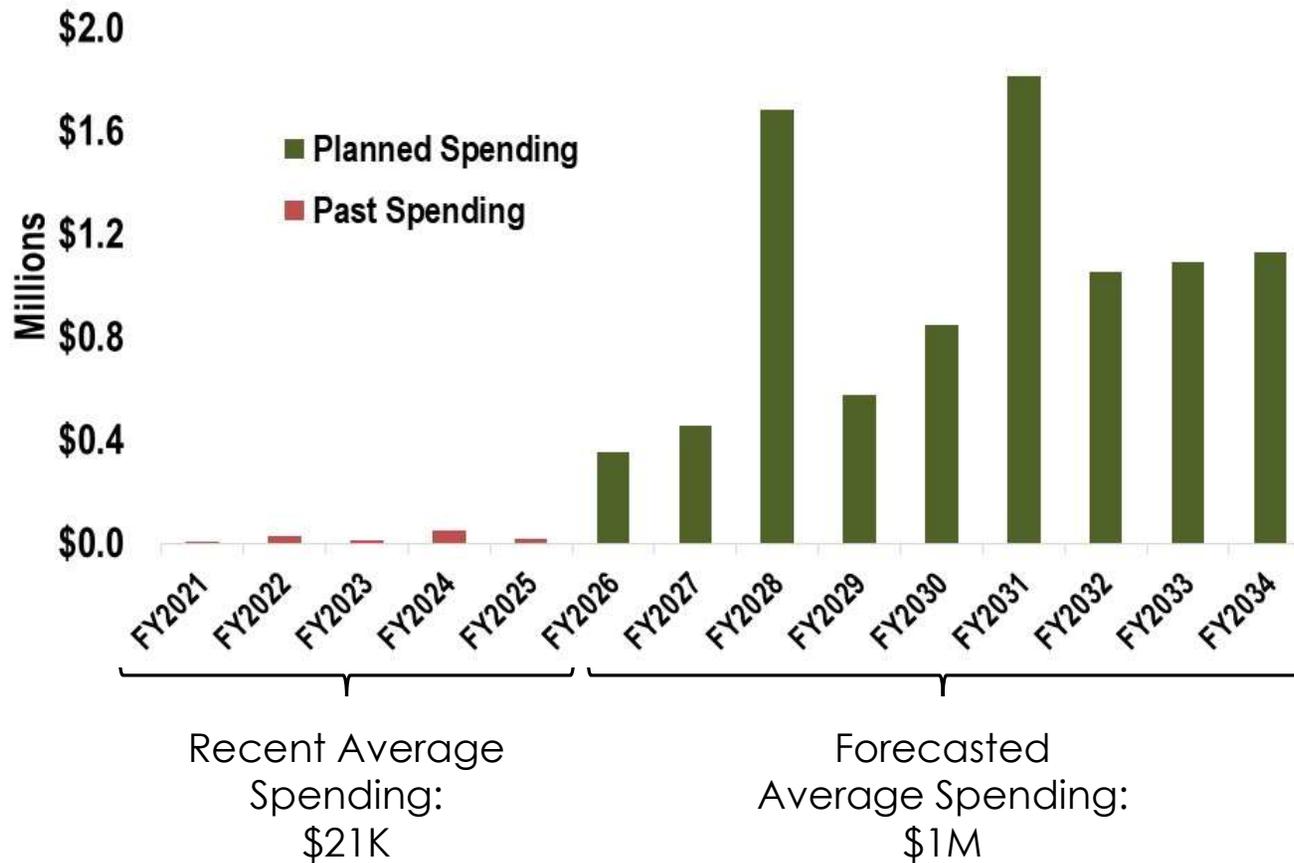
^(a) Charge per dwelling unit for residential and per EDU for commercial

^(b) Charged per EDU

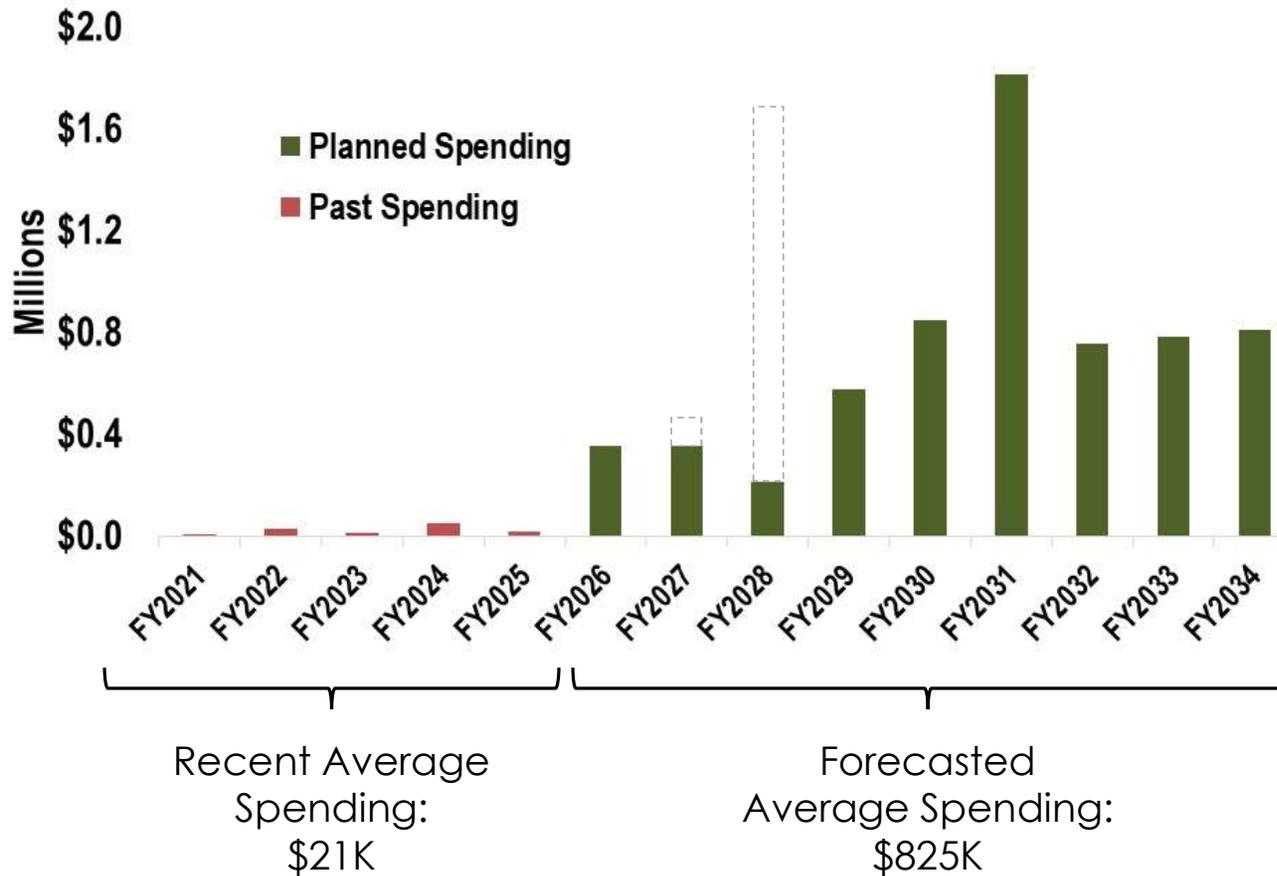
Table 3: 10-Year Cash Flow Proforma (after Manganese Waiver)

	Budget FY2025	Forecast FY2026	Forecast FY2027	Forecast FY2028	Forecast FY2029	Forecast FY2030	Forecast FY2031	Forecast FY2032	Forecast FY2033	Forecast FY2034	Forecast FY2035	
1	Rate Revenue Increase:		12.00%	10.00%	10.00%	10.00%	10.00%	9.00%	9.00%	9.00%	9.00%	
Rate Revenue												
2	Service Charge Revenue	\$833,000	\$833,000	\$933,000	\$1,035,000	\$1,149,000	\$1,275,000	\$1,416,000	\$1,557,000	\$1,713,000	\$1,884,000	\$2,073,000
3	Change due to growth & use		\$0	\$9,000	\$10,000	\$11,000	\$13,000	\$14,000	\$16,000	\$17,000	\$19,000	\$21,000
4	Increase due to rate adjustments		\$75,000	\$93,000	\$104,000	\$115,000	\$128,000	\$127,000	\$140,000	\$154,000	\$170,000	\$187,000
Non-Rate Revenues												
5	Operating Revenue	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
6	Interest Earnings	\$5,000	\$6,000	\$4,000	\$2,000	\$3,000	\$5,000	\$8,000	\$6,000	\$5,000	\$5,000	\$0
7	Connection Fees	\$30,000	\$30,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
8	Property Tax	\$93,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	Total Revenue	\$973,000	\$956,000	\$1,096,000	\$1,208,000	\$1,335,000	\$1,478,000	\$1,622,000	\$1,776,000	\$1,946,000	\$2,135,000	\$2,338,000
O&M Costs												
10	Employee Related	\$294,000	\$304,000	\$315,000	\$326,000	\$337,000	\$349,000	\$362,000	\$374,000	\$387,000	\$401,000	\$415,000
11	Operations	\$86,000	\$89,000	\$92,000	\$95,000	\$98,000	\$102,000	\$105,000	\$109,000	\$113,000	\$117,000	\$121,000
12	Administration	\$354,000	\$367,000	\$380,000	\$393,000	\$407,000	\$421,000	\$436,000	\$451,000	\$467,000	\$483,000	\$500,000
13	Utilities	\$85,000	\$88,000	\$91,000	\$94,000	\$98,000	\$101,000	\$105,000	\$108,000	\$112,000	\$116,000	\$120,000
14	Total Operating Expenses	\$819,000	\$848,000	\$878,000	\$908,000	\$940,000	\$973,000	\$1,008,000	\$1,042,000	\$1,079,000	\$1,117,000	\$1,156,000
Capital Costs												
15	Total Capital Spending	\$15,000	\$354,000	\$351,000	\$214,000	\$574,000	\$848,000	\$1,814,000	\$1,055,000	\$1,092,000	\$1,130,000	\$1,169,000
16	Bond Proceeds		\$0	\$0	\$0	\$2,618,000	\$0	\$0	\$1,073,000	\$0	\$1,150,000	\$0
17	Cash Funded Capital Projects	\$15,000	\$354,000	\$351,000	\$214,000	\$11,000	\$40,000	\$567,000	\$527,000	\$546,000	\$565,000	\$585,000
18	New Debt Service	\$0	\$0	\$0	\$0	\$212,000	\$212,000	\$212,000	\$299,000	\$299,000	\$392,000	\$392,000
19	Total Capital Expenses	\$15,000	\$354,000	\$351,000	\$214,000	\$223,000	\$252,000	\$779,000	\$826,000	\$845,000	\$957,000	\$977,000
20	Total Revenue Requirement	\$834,000	\$1,202,000	\$1,229,000	\$1,122,000	\$1,163,000	\$1,225,000	\$1,787,000	\$1,868,000	\$1,924,000	\$2,074,000	\$2,133,000
21	Beginning Year Balance	\$440,000	\$579,000	\$333,000	\$200,000	\$286,000	\$458,000	\$711,000	\$546,000	\$454,000	\$476,000	\$537,000
22	Surplus/(Shortfall)	\$139,000	(\$246,000)	(\$133,000)	\$86,000	\$172,000	\$253,000	(\$165,000)	(\$92,000)	\$22,000	\$61,000	\$205,000
23	End of Year Balance	\$579,000	\$333,000	\$200,000	\$286,000	\$458,000	\$711,000	\$546,000	\$454,000	\$476,000	\$537,000	\$742,000
24	Reserve Target	\$790,000	\$797,000	\$805,000	\$812,000	\$820,000	\$828,000	\$837,000	\$846,000	\$855,000	\$864,000	\$874,000
25	Available Cash	(\$211,000)	(\$464,000)	(\$605,000)	(\$526,000)	(\$362,000)	(\$117,000)	(\$291,000)	(\$392,000)	(\$379,000)	(\$327,000)	(\$132,000)
Debt Coverage Calculations												
26	Total Revenue Available for Debt Serv	\$154,000	\$108,000	\$218,000	\$300,000	\$395,000	\$505,000	\$614,000	\$734,000	\$867,000	\$1,018,000	\$1,182,000
27	Total Yearly Parity Debt Payment	\$0	\$0	\$0	\$0	\$212,000	\$212,000	\$212,000	\$299,000	\$299,000	\$392,000	\$392,000
28	Debt Coverage Ratio	na	na	na	na	1.86	2.38	2.90	2.45	2.90	2.60	3.02

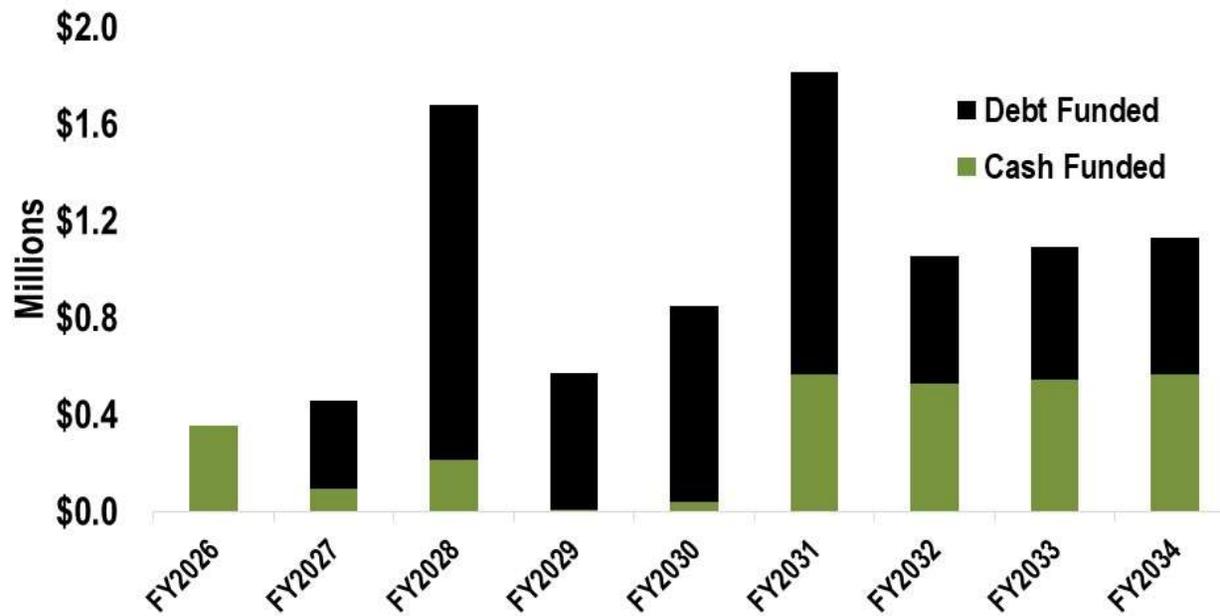
Original Water Capital Spending



Water Capital Spending **without Manganese**



Debt Strategy



Four Debt Issues:

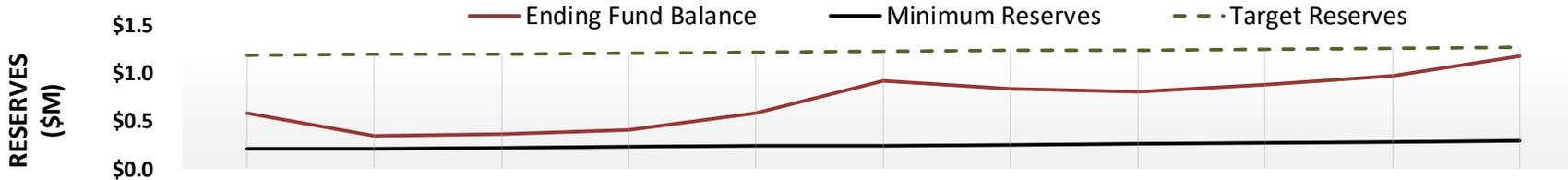
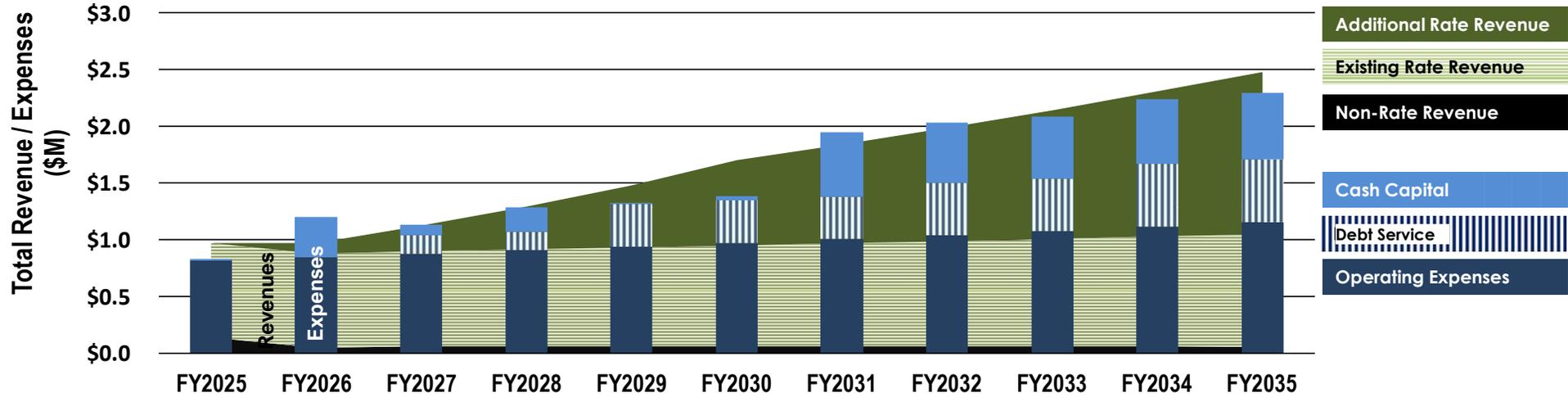
- \$1.8M in 2027
- \$2.6M in 2030
- \$1.1M in 2032
- \$1.2M in 2034

Credit Rating: The District's credit rating will depend on a number of factors. The two factors that we can control with this financial plan are (1) reserve levels and (2) debt coverage ratio.

Original Water Financial Forecast

Assumes \$0K Property Tax Allocation

Water

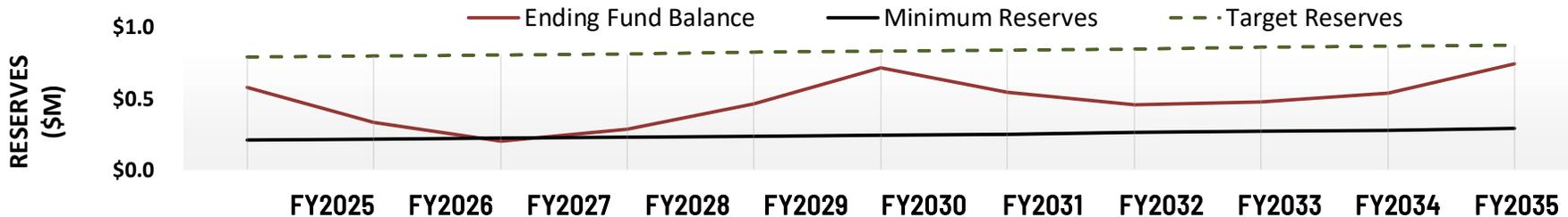
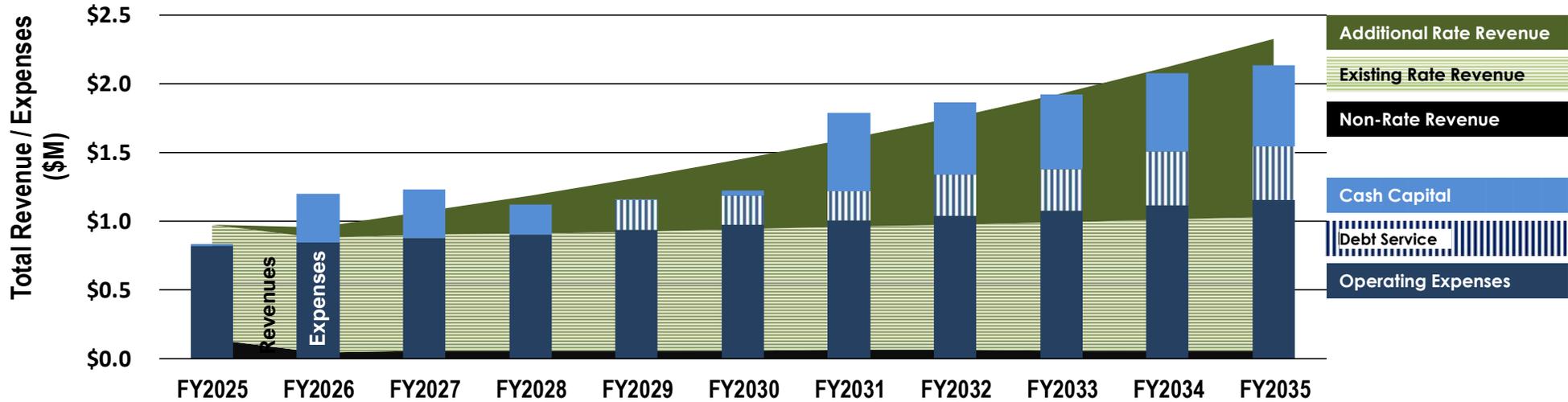


	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035
Rate Revenue Increase:		14.0%	14.0%	14.0%	14.0%	14.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Debt Coverage Ratio:	na	na	1.71	2.55	1.51	2.01	2.28	2.09	2.35	2.19	2.42
Net Debt Proceeds:			\$1.8M		\$2.6M			\$1.1M		\$1.2M	

Revised Water Financial Forecast **without Manganese**

Water

Assumes \$0K Property Tax Allocation



	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035
Rate Revenue Increase:		12.0%	10.0%	10.0%	10.0%	10.0%	9.0%	9.0%	9.0%	9.0%	9.0%
Debt Coverage Ratio:	na	na	na	na	1.86	2.38	2.90	2.45	2.90	2.60	3.02
Net Debt Proceeds:					\$2.6M			\$1.1M		\$1.2M	

Proposed Water Rates (without Manganese project)

	Rate Revenue Increase:	12.0%	10.0%	10.0%	10.0%	10.0%
	Current Rates	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Effective Date:		November 1, 2025	July 1, 2026	July 1, 2027	July 1, 2028	July 1, 2029
Monthly Meter Charge (per meter)	\$4.43	\$5.98	\$6.58	\$7.24	\$7.96	\$8.76
Monthly Indoor Base Rate ^(a)	\$38.69	\$40.86	\$44.95	\$49.45	\$54.40	\$59.84
Monthly Irrigation Base Rate ^(b)	\$12.89	\$13.62	\$14.98	\$16.48	\$18.13	\$19.94
Usage Rate (per hcf)	\$13.74	\$14.82	\$16.30	\$17.93	\$19.72	\$21.69

^(a) Charge per dwelling unit for residential and per EDU for commercial

^(b) Charged per EDU

Next Steps

- ✓ Board Vote on whether to adopt the lower rates
- ✓ New rates would apply starting on November 1, 2025
- ✓ (the previously adopted rates will apply for just the month of October)



State Water Resources Control Board

Division of Drinking Water

September 9, 2025

PWS No. 0210002

Rick Ansel
Operations Manager
Kirkwood Meadows Public Utility District
P.O. Box 247
Kirkwood, CA 95646

KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT PUBLIC WATER SYSTEM (PWS No. 0210002) - MANGANESE SECONDARY MAXIMUM CONTAMINANT LEVEL WAIVER FOR WELLS 4 AND 5

On August 18, 2025, the State Water Resources Control Board, Division of Drinking Water (Division) received an application from the Kirkwood Meadows Public Utility District (Water System) public water system (PWS No. 0210002) requesting a nine-year waiver from the manganese secondary maximum contaminant level (MCL). The Water System exceeded the manganese secondary MCL at Well 4 (PS Code CA0210002_006_006) and Well 5 (PS Code CA0210002_007_007) according to recent water quality sampling results.

In accordance with Section 64449.2, Article 16, Chapter 15, Division 4, Title 22 of the California Code of Regulations (CCR), a water system is eligible to apply for a nine-year secondary MCL waiver under certain conditions. The application was reviewed by Jonathan Sorunke, P.E., at this office. Jonathan Sorunke's review of the application is enclosed with this letter. The Water System's request for a nine-year waiver from the manganese secondary MCL is approved with the following conditions.

Condition 1 – The Water System shall monitor Well 4 (PS Code CA0210002_006_006) and Well 5 (PS Code CA0210002_007_007) annually for manganese during the term of the waiver.

Condition 2 – The Water System shall provide annual notification to its customers regarding the manganese waiver in accordance Section 64463, 64463.7, and 64465, Article 18, Chapter 15, Division 4, Title 22 of the CCR. The Water System may use the Consumer Confidence Report to meet the notice requirements. The notice shall discuss, at a minimum, the reason for the waiver, the term of the waiver, the annual manganese sampling results, health concerns associated with exposure to manganese, what the Water System is doing to address the manganese MCL exceedances, and how customers can get additional information.

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

P.O. Box 997377, MS 7400, Sacramento, CA 95899-7377 | www.waterboards.ca.gov

The waiver term expires on **December 31, 2033**, or when a revised MCL is established. If a revised MCL is not established, no later than **September 3, 2033**, the Water System shall coordinate with the Division regarding the monitoring frequency beginning in **2034**. The new monitoring frequency will be based on the latest water quality monitoring results at the two wells.

In accordance with Section 64449.2(g), Article 16, Chapter 15, Division 4, Title 22 of the CCR, the Water System may apply for renewal of the waiver for a subsequent nine years. The renewal request should be submitted at least six months prior to the end of the current waiver period. The Division is in the process of revising the notification level (NL) and response level (RL) for manganese to 0.05 mg/L and 0.20 mg/L, respectively. If the NL and RL are adjusted downward, this may impact the eligibility of securing a waiver extension.

If you have any questions, or if we can be of any assistance, please do not hesitate to contact Jonathan Sorunke at: jonathan.sorunke@waterboards.ca.gov or by telephone at (916) 341-5137.

Sincerely,



Austin Peterson, P.E.
Sacramento District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

Enclosure: Manganese Secondary MCL Waiver Review Memorandum

cc. Jonathan Sorunke, P.E. – Water Resource Control Engineer, DDW, SWRCB

State Water Resources Control Board Division of Drinking Water

TO: Austin Peterson, P.E.
Sacramento District Engineer
**SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER**

FROM: Jonathan Sorunke, P.E.
Water Resource Control Engineer
**SACRAMENTO DISTRICT OFFICE
DIVISION OF DRINKING WATER**

Jonathan Sorunke
Digitally signed by
Jonathan Sorunke
Date: 2025.09.09
10:50:35 -07'00'

DATE: August 25, 2025

SUBJECT: REPLY TO KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT'S
EMAIL DATED AUGUST 18, 2025 – REQUESTING AN NINE-YEAR WAIVER OF THE
MANGANESE SECONDARY MAXIMUM CONTAMINANT LEVEL

On September 25, 2024, the State Water Resource Control Board, Division of Drinking Water (Division) issued Kirkwood Meadows Public Utility District (Water System, PWS No. 0210002) Notice of Violation 01-09-24N-012 notifying the Water System that their Wells 04 & 05 sources exceeded the manganese secondary maximum contaminant level (MCL).

On August 18, 2025, the Division received an application from the Water System requesting a nine-year manganese secondary MCL waiver in accordance with the California Code of Regulations (CCR) Section 64449.2. The Division has reviewed the application and finds it acceptable to issue the Water System a nine-year waiver from the manganese secondary MCL for Wells 04 & 05.

Section 64449.2, Article 16, Chapter 15 Division 4, Title 22 of the California Code of Regulations (CCR) states that:

“(a) If the average of four consecutive quarters of sample results for a constituent that does not have a primary MCL is not greater than three times the secondary MCL or greater than the State Notification Level, an existing community water system is eligible to apply for a nine-year waiver of a secondary MCL in Table 64449-A, for the following:

(1) An existing source;...”

“(b) To apply for a waiver of a secondary MCL, the community water system shall conduct and submit a study to the State Board within one year of violating the MCL that includes the following:

(1) The water system complaint log, maintained pursuant to section 64470(a), along with any other evidence of customer dissatisfaction, such as a log of calls to the county health department;

(2) An engineering report, prepared by an engineer registered in California and with experience in drinking water treatment, that evaluates all reasonable alternatives and costs for bringing the water system into MCL compliance and includes a recommendation for the most cost-effective and feasible approach;

(3) The results of a customer survey distributed to all the water system’s billed customers that has first been approved by the State Board based on whether it includes:

(A) Estimated costs to individual customers of the most cost-effective alternatives presented in the engineering report that are acceptable to the State Board based on its review of their effectiveness and feasibility;

(B) The query: “Are you willing to pay for (identify constituent) reduction treatment?”;

(C) The query: “Do you prefer to avoid the cost of treatment and live with the current water quality situation?”

(D) The statement: “If you do not respond to this survey, (insert system name) will assume that you are in support of the reduction treatment recommended by the engineering report.”

(4) A brief report (agenda, list of attendees, and transcript) of a public meeting held by the water system to which customers were invited, and at which both the tabulated results of the customer survey and the engineering report were presented with a request for input from the public.

(c) A community water system may apply for a waiver for iron and/or manganese if, in addition to meeting the requirements in Subsection (b), an average of four consecutive quarter results for the source has not exceeded a State Notification Level for iron and/or manganese. In addition, the system shall include sequestering, as follows:

(1) As one of the alternatives evaluated in the Engineering Report;

(2) In the customer survey as a query: “Are you willing to pay for iron and/or manganese sequestering treatment?”

(d) Unless 50% or more of the billed customers respond to the survey, the community water system shall conduct another survey pursuant to Subsections (b) or (c) within three months from the date of the survey by sending the survey out to either all the customers again, or only the customers that did not respond to the survey. The water system shall not be eligible for a waiver until it achieves at least a 50% response rate on the survey.

(e) If the customer survey indicates that the percentage of billed customers that voted for constituent reduction treatment and the number of billed customers that did not respond to the survey at all exceeds 50% of the total number of billed customers, the community water system shall install treatment, except as provided in

Subsection (f), within three years from the date the system completed the customer survey, pursuant to a schedule established by the State Board.”

At the time in which the Division was notified of the manganese exceedance, both Wells 04 & 05 recorded a running annual average of 0.06 mg/L. The manganese secondary MCL is currently 0.05 mg/L and notification level is currently 0.5 mg/L.

According to the Water System, they have received no customer complaints regarding manganese, taste or odor within the past five years.

The Water System hired Verdantas to prepare an engineering report, evaluating all reasonable alternatives and costs to bring the Water System into compliance with the MCL. The engineering report considered the following alternatives and the associated costs: installation of a greensand filtration system on both wells, abandoning and replacing both wells, blending Wells 04 & 05 with Well 03, and manganese sequestering treatment. It was determined that the installation of a greensand filtration system would be the recommended alternative, with the highest probability of compiling with Title 22 regulations.

On June 20, 2025, the Water System sent a copy of their draft customer survey to the Division for review. Upon review, all required items stated in CCR Section 64449.2(b)(3) were included in the survey. It was determined that out of the Water System's 615 customers: 14 (2%) are willing to pay for manganese reduction / sequestering treatment, 375 (61%) would prefer to avoid the additional costs of treatment and live with the current water quality, and 223 (36%) did not respond to the survey.

In the Water System's August 2025 board meeting, the results of the customer survey was presented and the Water System requested input from the public regarding the survey. The Water System provided meeting minutes to the Division as a part of this application.

Alpine County – KMPUD Report

Fire and Emergency Medical Services in Kirkwood

At their September 16, 2025, the Alpine County Board of Supervisors approved their budget proposal to provide fire and emergency services in Kirkwood. The budget, as updated after the diligence by the new Alpine County Chief Administrative Officer (CAO), Charles McKee, included increases in some areas. Furthermore, the Alpine County Board of Supervisors recommended hiring 1 Battalion Chief and 2 Captains, instead of the 3 Captains we have been considering to this point, to alleviate some of the additional administrative burden caused by this potential agreement.

See the tables below for more information.

Doug and John recommend the following:

- Update the Engineer's Report to increase the total amount needed to be collected by \$46,769.55 for a new total of \$355,634.16 to cover the increases in Direct Expenses and Level of Service. The District already has about \$200k in Property Taxes available beyond the \$480k allocated, so we don't think we need to budget for the additional Contingency.
- Send a survey to the Kirkwood community, using the updated numbers, to solicit their interest in funding the proposal from Alpine County.

Item	August 1, 2025	October 3, 2025	Change
Extra Help	\$ -	\$ 2,772.20	\$ 2,772.20
FICA	\$ 3,557.89	\$ 3,598.09	\$ 40.20
Clothing	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00
Communications / Dispatch	\$ 500.00	\$ 6,140.15	\$ 5,640.15
Insurance	\$ 4,518.00	\$ 27,945.00	\$ 23,427.00
Legal	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00
Office Equipment	\$ -	\$ 750.00	\$ 750.00
Small Tools	\$ 1,500.00	\$ 5,000.00	\$ 3,500.00
Direct Expenses			\$ 43,129.55

Contingency	\$ 58,811.96	\$ 106,645.84	\$ 47,833.88
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Level of Service
Alpine County Board of Supervisors recommends 1 Battalion Chief and 2 Captains to cover additional administrative burden (previously we considered 3 Captains).

Captain	Battalion Chief	Difference
\$ 75,753.60	\$ 79,393.60	\$ 3,640.00

Summary	
Direct Expenses	\$ 43,129.55
Contingency	\$ 47,833.88
Level of Service	\$ 3,640.00
Total Changes	\$ 94,603.43

Recommended Change	\$ 46,769.55	Direct Expenses + Level of Service
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218 Budget Items	August 1, 2025	October 3, 2025	Change
Alpine County Budget	\$ 597,921.61	\$ 644,691.16	\$ 46,769.55
Operating Costs	\$ 190,943.00	\$ 190,943.00	\$ -
Property Taxes	\$ (480,000.00)	\$ (480,000.00)	\$ -
218 Request	\$ 308,864.61	\$ 355,634.16	\$ 46,769.55

Alpine County-Eastern Alpine Fire Dept.

		Kirkwood-3 Battalion Chiefs	Kirkwood-3 Captains	Kirkwood-3 Captains + 1 Battalion Chief
ELECTED		3,230.60	3,230.60	3,230.60
MANAGEMENT - EMS/Fire Administrator		21,261.60	21,261.60	21,261.60
PAID FIRE STAFF		79,393.60	75,753.60	75,753.60
PAID FIRE STAFF		79,393.60	75,753.60	75,753.60
PAID FIRE STAFF		79,393.60	75,753.60	75,753.60
PAID FIRE STAFF		0.00	0.00	79,393.60
EXTRA HELP-ADMINISTRATION		2,772.20	2,772.20	2,772.20
VACATION		5,000.00	5,000.00	5,000.00
OVERTIME		13,111.20	13,111.20	13,111.20
PERS-RETIREMENT MISC.		0.00	0.00	0.00
PERS-RETIREMENT-SAFETY PEPR	11.72%	29,451.42	28,171.60	37,476.53
OPEB-RETIREE		0.00	0.00	0.00
MEDICAL INSURANCE	920.69	44,193.12	44,193.12	55,241.40
WORKERS COMPENSATION INSURANCE	22.48%	53,550.00	51,094.87	68,944.87
FICA-MEDICARE INSURANCE PORTION		3,756.43	3,598.09	4,749.30
CLOTHING COST/TURNOUTS (4/YR)		8,000.00	8,000.00	8,000.00
COMMUNICATIONS/DISPATCH		6,140.15	6,140.15	6,140.15
INSURANCE (LIABILITY & PROPERTY)		27,945.00	27,945.00	27,945.00
REPAIRS AND OVERHAULS		5,000.00	5,000.00	5,000.00
MEDICAL SUPPLIES		2,000.00	2,000.00	2,000.00
MEMBERSHIPS & DUES		0.00	0.00	0.00
OFFICE SUPPLIES		200.00	200.00	200.00
MEDICAL EXAMS		1,000.00	1,000.00	1,000.00
MISC PROFESSIONAL SERV (LEGAL)		15,000.00	15,000.00	15,000.00
OFFICE EQUIPMENT LEASES		750.00	750.00	750.00
SMALL TOOLS & MISC EQUIP		5,000.00	5,000.00	5,000.00
MOUNTAIN VALLEY JPA		0.00	0.00	0.00
STIPENDS (per KMPUD budget)		55,000.00	55,000.00	55,000.00
TRAINING EXPENSES		5,000.00	5,000.00	5,000.00
TRAVEL		0.00	0.00	0.00
GASOLINE OR DIESEL		2,500.00	2,500.00	2,500.00
ELECTRICITY	KMPUD	0.00	0.00	0.00
PROPANE GAS	KMPUD	0.00	0.00	0.00
SOLID WASTE REMOVAL	KMPUD	0.00	0.00	0.00
WATER	KMPUD	0.00	0.00	0.00
EQUIPMENT	KMPUD	0.00	0.00	0.00
HOUSING	KMPUD	0.00	0.00	0.00
Total Direct Expense		548,042.52	533,229.22	651,977.24
Contingency 20%	20.00%	109,608.50	106,645.84	130,395.45
Indirect Expense	10.00%	54,804.25	53,322.92	65,197.72
Total Expense		712,455.28	693,197.99	847,570.41

Alpine County-Eastern Alpine Fire Dept.

**Kirkwood-3
Captains**

ELECTED		3,230.60
MANAGEMENT - EMS/Fire Administrator		21,261.60
PAID FIRE STAFF		75,753.60
PAID FIRE STAFF		75,753.60
PAID FIRE STAFF		75,753.60
PAID FIRE STAFF		0.00
EXTRA HELP		0.00
VACATION		5,000.00
OVERTIME		13,111.20
PERS-RETIREMENT MISC.		0.00
PERS-RETIREMENT-SAFETY PEPPA	11.72%	28,171.60
OPEB-RETIREE		0.00
MEDICAL INSURANCE	920.69	44,193.12
WORKERS COMPENSATION INSURANCE	22.48%	51,094.87
FICA-MEDICARE INSURANCE PORTION		3,557.89
CLOTHING COST/TURNOUTS		6,000.00
PHONE & INTERNET/COMMUNICATIONS		500.00
INSURANCE		4,518.00
REPAIRS AND OVERHAULS		5,000.00
MEDICAL SUPPLIES		2,000.00
MEMBERSHIPS & DUES		0.00
OFFICE SUPPLIES		200.00
MEDICAL EXAMS		1,000.00
MISC PROFESSIONAL SERV		10,000.00
OFFICE EQUIPMENT LEASES		0.00
SMALL TOOLS & MISC EQUIP		1,500.00
MOUNTAIN VALLEY JPA		0.00
STIPENDS (per KMPUD budget)		55,000.00
TRAINING EXPENSES		5,000.00
TRAVEL		0.00
GASOLINE OR DIESEL		2,500.00
ELECTRICITY	KMPUD	0.00
PROPANE GAS	KMPUD	0.00
SOLID WASTE REMOVAL	KMPUD	0.00
WATER	KMPUD	0.00
EQUIPMENT	KMPUD	0.00
HOUSING	KMPUD	0.00
Total Direct Expense		490,099.68
Contingency 12%	12.00%	58,811.96
Indirect Expense	10.00%	49,009.97
Total Expense		597,921.61

DRAFT V2

Overview and Budget Variances

Other revenue is built up from

Operating Other Income: \$14,517

- \$840 penalties across funds
- \$5413 fire assessment
- \$5,800 employee housing rent
- \$2,464 hydrant meter billing, AFD insurance reimbursement, grease trap inspections, cable fees, and impact fees.

Non-Operating Other Income: \$25

- \$25 connection fees

Balance Sheet:

Current Assets: Total Operating is below budget and Total Capital Reserve is higher than budget. Capital Reserve is higher due to earned interest. Construction in Progress is high due to timing of WWTP progress payments. Installment loans are above budget due to the timing of the WWTP draws.

Combined Income Statement:

Income across all funds for YTD is worse than budget by \$183,743. Operations & Maintenance are higher than budget due to the Loop Road Project (Norburg \$95,650, CED \$35,341) and Fire Hydrant replacements (Norburg \$52,500). Contract Services are higher than budget due to W&WW consulting expenses. We have made YTD \$38,960.29 in interest income. Revenue adjustments for July's billing were recorded in August's Accounts Receivable.

Income Statement G&A:

Expenses were allocated across all funds.

Income Statement for Fire Department:

Income in YTD is worse than budget by \$6,428.

Income Statement Parks & Recreation:

Income in YTD is better than budget by \$665 due to less staff time spent in parks.

Income Statement for Water Fund:

Income in YTD is worse than budget by \$70,824. Operations & Maintenance are higher than budget due to Fire Hydrant replacements (Norburg \$52,500). Contract Services are higher than budget due to the Water/Wastewater Study expenses.

Income Statement for Wastewater Fund:

Income in YTD is worse than budget by \$59,839. Interest expense is high due to repayment of the wastewater interfund loan.

Income Statement for Employee Housing Fund:

Income in YTD is worse than budget by \$6,149 due to more time spent on repairs /maintenance.

Income Statement for Electric Fund:

Income in YTD is worse than budget by \$56,534. Operations & Maintenance are higher than budget due to the Loop Road Project (Norburg \$95,650, CED \$35,341).

Income Statement for Cable Fund:

Income YTD is worse than budget by \$208.

Period Ending 07/31/25 Finances

Income Statement for Snow Removal Fund:

Income in YTD is worse than budget by \$1,432.

Income Statement for Propane Fund:

Income in YTD is better than budget by \$26,251.

Income Statement for Solid Waste Fund:

Income in YTD is worse than budget by \$9,126. Operations & Maintenance expenses were high due to an increase in waste removal costs associated with more pickups.

Balance Sheet - Consolidated

July 31, 2025

	Actual <u>July, 2025</u>	Budget <u>July, 2025</u>	<u>Variance</u>
<u>ASSETS</u>			
Current Assets - Funds			
Total Operating	1,481,472.37	1,587,987.00	(106,514.63)
Total KVFD Reserve	161,304.18	160,720.00	584.18
Total Restricted	685,714.51	682,756.00	2,958.51
Total Capital Reserve	3,536,102.70	3,523,304.00	12,798.70
Total Current Assets - Funds	5,864,593.76	5,954,767.00	(90,173.24)
Current Assets - Other			
Total Accounts Receivable, net	881,838.79	826,018.00	55,820.79
Total Materials & Supplies	411,382.91	201,000.00	210,382.91
Total Prepaid Expenses	218,271.61	203,300.00	14,971.61
Total Current Assets - Other	1,511,493.31	1,230,318.00	281,175.31
Capital Assets			
Total Buildings	12,740,136.43	12,740,000.00	136.43
Total Generation Equipment	16,932,337.03	16,910,000.00	22,337.03
Total Intangible Assets	15,854,083.31	15,854,083.00	0.31
Total General Plant & Other	43,936,699.54	43,960,000.00	(23,300.46)
Total Construction in Progress	6,509,284.38	4,500,000.00	2,009,284.38
Total Less: Accumulated Depreciation	(35,073,888.11)	(33,086,958.00)	(1,986,930.11)
Total Capital Assets	60,898,652.58	60,877,125.00	21,527.58
Non-Current Assets			
Total Capitalized Interest Bond Proceeds	0.00	0.00	0.00
Total Restricted Funds	0.00	0.00	0.00
Total Unamortized Debt Expenses, net	2,576,686.75	3,008,818.00	(432,131.25)
Total Other Non-Current Assets	0.00	0.00	0.00
Total Non-Current Assets	2,576,686.75	3,008,818.00	(432,131.25)
Deferred Outflows			
Total Deferred Outflows	710,336.98	736,000.00	(25,663.02)
Total Deferred Outflows	710,336.98	736,000.00	(25,663.02)
Total Assets	70,851,426.40	71,071,028.00	(219,601.60)
Total Assets and Deferred Outflows	71,561,763.38	71,807,028.00	(245,264.62)
<u>LIABILITIES</u>			
Current Liabilities			
Total Accounts Payable	301,385.76	297,743.00	3,642.76
Total Accrued Interest Payable	119,668.42	131,291.00	(11,622.58)
Total Customer Deposits	13,283.13	0.00	13,283.13
Total Current Portion of Long-Term Debt	2,040,476.70	2,040,477.00	(0.30)
Total Other Current Liabilities	867,671.48	607,050.00	260,621.48
Total Current Liabilities	3,342,485.49	3,076,561.00	265,924.49
Non-Current Liabilities			
Total Long-term Debt, less Current Portion	43,996,011.23	43,996,011.00	0.23
Total Installment Loans	6,102,839.47	4,608,000.00	1,494,839.47
Total Unearned Revenues	0.00	0.00	0.00
Total Net Pension Liability	1,375,578.00	1,246,616.00	128,962.00
Total Cushion of Credit	0.00	0.00	0.00
Total Net OPEB Liability	1,101,476.00	993,900.00	107,576.00
Total Non-Current Liabilities	52,575,904.70	50,844,527.00	1,731,377.70

Balance Sheet - Consolidated

July 31, 2025

	Actual <u>July, 2025</u>	Budget <u>July, 2025</u>	<u>Variance</u>
Deferred Inflows			
Total Deferred Inflows	1,279,931.99	0.00	1,279,931.99
Total Deferred Inflows	1,279,931.99	0.00	1,279,931.99
Total Liabilities	55,918,390.19	53,921,088.00	1,997,302.19
Total Liabilities and Deferred Inflows	57,198,322.18	53,921,088.00	3,277,234.18
 <u>EQUITY</u>			
Net Assets			
Total Restricted for Debt Service	0.00	0.00	0.00
Total Unrestricted	14,363,441.20	16,707,863.39	(2,344,422.19)
Total Net Assets	14,363,441.20	16,707,863.39	(2,344,422.19)
Total Equity	14,363,441.20	16,707,863.39	(2,344,422.19)
 Total Liabilities, Deferred Inflows, and Equity	 71,561,763.38	 70,628,951.39	 932,811.99

Database: Insight Production

Report:D:\Homedir\PCS\Reports\ClientCustom\Calendar Combined Balance.rpt

Parameters: {GIAcct.AcctType} in ["A", "L", "Q"] and

Last Modified: 10/13/2017

{?Period to Post} = {GIAcctBal.PeriodPost}

Budget Income Statement - Combined

July 31, 2025

	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
Commercial	67,338.46	77,507.00	(10,168.54)	-13.12%	67,338.46	77,507.00	(10,168.54)	-13.12%
Commercial Base Rates	233,096.73	267,159.00	(34,062.27)	-12.75%	233,096.73	267,159.00	(34,062.27)	-12.75%
Residential	149,670.34	111,895.00	37,775.34	33.76%	149,670.34	111,895.00	37,775.34	33.76%
Residential Base Rates	171,671.09	176,614.00	(4,942.91)	-2.80%	171,671.09	176,614.00	(4,942.91)	-2.80%
KMPUD Internal Usage	62,942.00	58,561.00	4,381.00	7.48%	62,942.00	58,561.00	4,381.00	7.48%
Meter Charges	8,601.99	8,235.00	366.99	4.46%	8,601.99	8,235.00	366.99	4.46%
Property Taxes	82,340.00	82,340.00	0.00	0.00%	82,340.00	82,340.00	0.00	0.00%
Other	14,517.21	14,052.00	465.21	3.31%	14,517.21	14,052.00	465.21	3.31%
Operating Revenues	790,177.82	796,363.00	(6,185.18)	-0.78%	790,177.82	796,363.00	(6,185.18)	-0.78%
Cost of Goods Sold	52,817.15	59,755.00	(6,937.85)	-11.61%	52,817.15	59,755.00	(6,937.85)	-11.61%
Salaries and Wages	126,818.18	154,352.04	(27,533.86)	-17.84%	126,818.18	154,352.04	(27,533.86)	-17.84%
Payroll Taxes & EE Benefits	76,166.28	81,318.00	(5,151.72)	-6.34%	76,166.28	81,318.00	(5,151.72)	-6.34%
Operations & Maintenance	295,399.19	90,356.00	205,043.19	226.93%	295,399.19	90,356.00	205,043.19	226.93%
Contract Services	21,463.45	5,050.00	16,413.45	325.02%	21,463.45	5,050.00	16,413.45	325.02%
Operating Expenses	38,071.75	47,930.00	(9,858.25)	-20.57%	38,071.75	47,930.00	(9,858.25)	-20.57%
G & A Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Internal Allocations	45,348.82	40,823.00	4,525.82	11.09%	45,348.82	40,823.00	4,525.82	11.09%
Board of Directors	10,928.48	10,804.00	124.48	1.15%	10,928.48	10,804.00	124.48	1.15%
Depreciation	182,446.98	182,887.00	(440.02)	-0.24%	182,446.98	182,887.00	(440.02)	-0.24%
Operating Expenses	849,460.28	673,275.04	176,185.24	26.17%	849,460.28	673,275.04	176,185.24	26.17%
Total Operating	(59,282.46)	123,087.96	(182,370.42)	-148.16%	(59,282.46)	123,087.96	(182,370.42)	-148.16%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	38,960.29	0.00	38,960.29	na	38,960.29	0.00	38,960.29	na
Other	25.00	0.00	25.00	na	25.00	0.00	25.00	na
Non-Operating Revenues	38,985.29	0.00	38,985.29	na	38,985.29	0.00	38,985.29	na
Interest Expense	173,488.58	133,305.00	40,183.58	30.14%	173,488.58	133,305.00	40,183.58	30.14%
Amortization	36,374.41	36,200.00	174.41	0.48%	36,374.41	36,200.00	174.41	0.48%
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	209,862.99	169,505.00	40,357.99	23.81%	209,862.99	169,505.00	40,357.99	23.81%
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	(170,877.70)	(169,505.00)	(1,372.70)	-0.81%	(170,877.70)	(169,505.00)	(1,372.70)	-0.81%
	(230,160.16)	(46,417.04)	(183,743.12)	-395.85%	(230,160.16)	(46,417.04)	(183,743.12)	-395.85%

Budget Income Statement - General Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
1 - General & Admin								
Property Taxes	82,340.00	82,340.00	0.00	0.00%	82,340.00	82,340.00	0.00	0.00%
Other	132.43	0.00	132.43	na	132.43	0.00	132.43	na
Operating Revenues	82,472.43	82,340.00	132.43	0.16%	82,472.43	82,340.00	132.43	0.16%
Salaries and Wages	64,619.62	65,463.00	(843.38)	-1.29%	64,619.62	65,463.00	(843.38)	-1.29%
Payroll Taxes & EE Benefits	42,145.03	44,232.00	(2,086.97)	-4.72%	42,145.03	44,232.00	(2,086.97)	-4.72%
Operations & Maintenance	2,254.71	4,900.00	(2,645.29)	-53.99%	2,254.71	4,900.00	(2,645.29)	-53.99%
Contract Services	1,258.15	1,000.00	258.15	25.82%	1,258.15	1,000.00	258.15	25.82%
Operating Expenses	35,057.74	43,250.00	(8,192.26)	-18.94%	35,057.74	43,250.00	(8,192.26)	-18.94%
G & A Allocations	(156,131.29)	(169,649.00)	13,517.71	-7.97%	(156,131.29)	(169,649.00)	13,517.71	-7.97%
Internal Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Board of Directors	10,928.48	10,804.00	124.48	1.15%	10,928.48	10,804.00	124.48	1.15%
Operating Expenses	132.44	0.00	132.44	na	132.44	0.00	132.44	na
Total Operating	82,339.99	82,340.00	(0.01)	0.00%	82,339.99	82,340.00	(0.01)	0.00%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	0.00	0.00	0.00	na	0.00	0.00	0.00	na
NET INCOME (LOSS)	82,339.99	82,340.00	(0.01)	0.00%	82,339.99	82,340.00	(0.01)	0.00%

Budget Income Statement - General Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
2 - Fire Department								
Other	6,006.81	5,630.00	376.81	6.69%	6,006.81	5,630.00	376.81	6.69%
Operating Revenues	6,006.81	5,630.00	376.81	6.69%	6,006.81	5,630.00	376.81	6.69%
Salaries and Wages	657.62	146.00	511.62	350.42%	657.62	146.00	511.62	350.42%
Payroll Taxes & EE Benefits	349.06	80.00	269.06	336.33%	349.06	80.00	269.06	336.33%
Operations & Maintenance	17,256.41	11,050.00	6,206.41	56.17%	17,256.41	11,050.00	6,206.41	56.17%
Contract Services	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Expenses	255.64	910.00	(654.36)	-71.91%	255.64	910.00	(654.36)	-71.91%
G & A Allocations	12,958.89	14,081.00	(1,122.11)	-7.97%	12,958.89	14,081.00	(1,122.11)	-7.97%
Internal Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Depreciation	6,094.23	4,500.00	1,594.23	35.43%	6,094.23	4,500.00	1,594.23	35.43%
Operating Expenses	37,571.85	30,767.00	6,804.85	22.12%	37,571.85	30,767.00	6,804.85	22.12%
Total Operating	(31,565.04)	(25,137.00)	(6,428.04)	25.57%	(31,565.04)	(25,137.00)	(6,428.04)	25.57%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	0.00	0.00	0.00	na	0.00	0.00	0.00	na
NET INCOME (LOSS)	(31,565.04)	(25,137.00)	(6,428.04)	25.57%	(31,565.04)	(25,137.00)	(6,428.04)	25.57%

Budget Income Statement - General Fund

July 31, 2025

	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
3 - Parks & Recreation								
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Salaries and Wages	256.02	402.00	(145.98)	-36.31%	256.02	402.00	(145.98)	-36.31%
Payroll Taxes & EE Benefits	136.82	221.00	(84.18)	-38.09%	136.82	221.00	(84.18)	-38.09%
Operations & Maintenance	0.00	300.00	(300.00)	-100.00%	0.00	300.00	(300.00)	-100.00%
Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
G & A Allocations	1,561.31	1,696.00	(134.69)	-7.94%	1,561.31	1,696.00	(134.69)	-7.94%
Internal Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Depreciation	140.74	141.00	(0.26)	-0.18%	140.74	141.00	(0.26)	-0.18%
Operating Expenses	2,094.89	2,760.00	(665.11)	-24.10%	2,094.89	2,760.00	(665.11)	-24.10%
Total Operating	(2,094.89)	(2,760.00)	665.11	-24.10%	(2,094.89)	(2,760.00)	665.11	-24.10%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	0.00	0.00	0.00	na	0.00	0.00	0.00	na
NET INCOME (LOSS)	(2,094.89)	(2,760.00)	665.11	-24.10%	(2,094.89)	(2,760.00)	665.11	-24.10%

Budget Income Statement - Water Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Commercial	4,664.35	4,444.00	220.35	4.96%	4,664.35	4,444.00	220.35	4.96%
Commercial Base Rates	17,474.80	22,835.00	(5,360.20)	-23.47%	17,474.80	22,835.00	(5,360.20)	-23.47%
Residential	11,968.91	11,786.00	182.91	1.55%	11,968.91	11,786.00	182.91	1.55%
Residential Base Rates	26,765.95	28,138.00	(1,372.05)	-4.88%	26,765.95	28,138.00	(1,372.05)	-4.88%
KMPUD Internal Usage	174.02	0.00	174.02	na	174.02	0.00	174.02	na
Meter Charges	3,871.09	3,792.00	79.09	2.09%	3,871.09	3,792.00	79.09	2.09%
Other	468.88	500.00	(31.12)	-6.22%	468.88	500.00	(31.12)	-6.22%
Operating Revenues	65,388.00	71,495.00	(6,107.00)	-8.54%	65,388.00	71,495.00	(6,107.00)	-8.54%
Salaries and Wages	15,779.40	11,694.00	4,085.40	34.94%	15,779.40	11,694.00	4,085.40	34.94%
Payroll Taxes & EE Benefits	8,645.26	6,917.00	1,728.26	24.99%	8,645.26	6,917.00	1,728.26	24.99%
Operations & Maintenance	63,005.42	5,499.00	57,506.42	1,045.76%	63,005.42	5,499.00	57,506.42	1,045.76%
Contract Services	11,217.80	2,500.00	8,717.80	348.71%	11,217.80	2,500.00	8,717.80	348.71%
Operating Expenses	1,447.16	1,500.00	(52.84)	-3.52%	1,447.16	1,500.00	(52.84)	-3.52%
G & A Allocations	27,322.98	29,689.00	(2,366.02)	-7.97%	27,322.98	29,689.00	(2,366.02)	-7.97%
Internal Allocations	1,810.19	5,825.00	(4,014.81)	-68.92%	1,810.19	5,825.00	(4,014.81)	-68.92%
Depreciation	8,911.77	8,334.00	577.77	6.93%	8,911.77	8,334.00	577.77	6.93%
Operating Expenses	138,139.98	71,958.00	66,181.98	91.97%	138,139.98	71,958.00	66,181.98	91.97%
Total Operating	(72,751.98)	(463.00)	(72,288.98)	15,613.17%	(72,751.98)	(463.00)	(72,288.98)	15,613.17%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	1,465.19	0.00	1,465.19	na	1,465.19	0.00	1,465.19	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	1,465.19	0.00	1,465.19	na	1,465.19	0.00	1,465.19	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	1,465.19	0.00	1,465.19	na	1,465.19	0.00	1,465.19	na
NET INCOME (LOSS)	(71,286.79)	(463.00)	(70,823.79)	5,296.71%	(71,286.79)	(463.00)	(70,823.79)	15,296.71%

Budget Income Statement - Wastewater Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Commercial	13,589.75	20,598.00	(7,008.25)	-34.02%	13,589.75	20,598.00	(7,008.25)	-34.02%
Commercial Base Rates	24,458.16	44,293.00	(19,834.84)	-44.78%	24,458.16	44,293.00	(19,834.84)	-44.78%
Residential	32,826.63	25,176.00	7,650.63	30.39%	32,826.63	25,176.00	7,650.63	30.39%
Residential Base Rates	47,754.58	47,692.00	62.58	0.13%	47,754.58	47,692.00	62.58	0.13%
KMPUD Internal Usage	461.48	0.00	461.48	na	461.48	0.00	461.48	na
Meter Charges	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	744.91	625.00	119.91	19.19%	744.91	625.00	119.91	19.19%
Operating Revenues	119,835.51	138,384.00	(18,548.49)	-13.40%	119,835.51	138,384.00	(18,548.49)	-13.40%
Salaries and Wages	16,329.22	31,083.00	(14,753.78)	-47.47%	16,329.22	31,083.00	(14,753.78)	-47.47%
Payroll Taxes & EE Benefits	8,238.53	18,088.00	(9,849.47)	-54.45%	8,238.53	18,088.00	(9,849.47)	-54.45%
Operations & Maintenance	17,502.13	15,250.00	2,252.13	14.77%	17,502.13	15,250.00	2,252.13	14.77%
Contract Services	8,718.00	1,250.00	7,468.00	597.44%	8,718.00	1,250.00	7,468.00	597.44%
Operating Expenses	589.66	300.00	289.66	96.55%	589.66	300.00	289.66	96.55%
G & A Allocations	27,322.98	29,689.00	(2,366.02)	-7.97%	27,322.98	29,689.00	(2,366.02)	-7.97%
Internal Allocations	42,916.40	33,201.00	9,715.40	29.26%	42,916.40	33,201.00	9,715.40	29.26%
Depreciation	23,236.00	25,000.00	(1,764.00)	-7.06%	23,236.00	25,000.00	(1,764.00)	-7.06%
Operating Expenses	144,852.92	153,861.00	(9,008.08)	-5.85%	144,852.92	153,861.00	(9,008.08)	-5.85%
Total Operating	(25,017.41)	(15,477.00)	(9,540.41)	61.64%	(25,017.41)	(15,477.00)	(9,540.41)	61.64%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	1,858.59	0.00	1,858.59	na	1,858.59	0.00	1,858.59	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	1,858.59	0.00	1,858.59	na	1,858.59	0.00	1,858.59	na
Interest Expense	52,157.29	0.00	52,157.29	na	52,157.29	0.00	52,157.29	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	52,157.29	0.00	52,157.29	na	52,157.29	0.00	52,157.29	na
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	(50,298.70)	0.00	(50,298.70)	na	(50,298.70)	0.00	(50,298.70)	na
NET INCOME (LOSS)	(75,316.11)	(15,477.00)	(59,839.11)	386.63%	(75,316.11)	(15,477.00)	(59,839.11)	386.63%

Budget Income Statement - Employee Housing Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Other	5,800.00	5,000.00	800.00	16.00%	5,800.00	5,000.00	800.00	16.00%
Operating Revenues	5,800.00	5,000.00	800.00	16.00%	5,800.00	5,000.00	800.00	16.00%
Salaries and Wages	2,904.97	402.00	2,502.97	622.63%	2,904.97	402.00	2,502.97	622.63%
Payroll Taxes & EE Benefits	1,295.50	221.00	1,074.50	486.20%	1,295.50	221.00	1,074.50	486.20%
Operations & Maintenance	5,629.95	1,667.00	3,962.95	237.73%	5,629.95	1,667.00	3,962.95	237.73%
Contract Services	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
G & A Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Internal Allocations	312.23	874.00	(561.77)	-64.28%	312.23	874.00	(561.77)	-64.28%
Depreciation	4,191.95	4,167.00	24.95	0.60%	4,191.95	4,167.00	24.95	0.60%
Operating Expenses	14,334.60	7,331.00	7,003.60	95.53%	14,334.60	7,331.00	7,003.60	95.53%
Total Operating	(8,534.60)	(2,331.00)	(6,203.60)	266.13%	(8,534.60)	(2,331.00)	(6,203.60)	266.13%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	36.96	0.00	36.96	na	36.96	0.00	36.96	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	36.96	0.00	36.96	na	36.96	0.00	36.96	na
Interest Expense	112.25	130.00	(17.75)	-13.65%	112.25	130.00	(17.75)	-13.65%
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	112.25	130.00	(17.75)	-13.65%	112.25	130.00	(17.75)	-13.65%
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	(75.29)	(130.00)	54.71	-42.08%	(75.29)	(130.00)	54.71	-42.08%
NET INCOME (LOSS)	(8,609.89)	(2,461.00)	(6,148.89)	249.85%	(8,609.89)	(2,461.00)	(6,148.89)	249.85%

Budget Income Statement - Electricity Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Commercial	36,939.13	36,465.00	474.13	1.30%	36,939.13	36,465.00	474.13	1.30%
Commercial Base Rates	178,842.17	185,799.00	(6,956.83)	-3.74%	178,842.17	185,799.00	(6,956.83)	-3.74%
Residential	59,222.83	29,007.00	30,215.83	104.17%	59,222.83	29,007.00	30,215.83	104.17%
Residential Base Rates	86,800.16	88,604.00	(1,803.84)	-2.04%	86,800.16	88,604.00	(1,803.84)	-2.04%
KMPUD Internal Usage	60,665.31	58,247.00	2,418.31	4.15%	60,665.31	58,247.00	2,418.31	4.15%
Meter Charges	2,720.62	2,636.00	84.62	3.21%	2,720.62	2,636.00	84.62	3.21%
Other	408.87	1,030.00	(621.13)	-60.30%	408.87	1,030.00	(621.13)	-60.30%
Operating Revenues	425,599.09	401,788.00	23,811.09	5.93%	425,599.09	401,788.00	23,811.09	5.93%
Cost of Goods Sold	38,287.44	37,794.00	493.44	1.31%	38,287.44	37,794.00	493.44	1.31%
Salaries and Wages	10,562.22	25,033.04	(14,470.82)	-57.81%	10,562.22	25,033.04	(14,470.82)	-57.81%
Payroll Taxes & EE Benefits	6,506.30	0.00	6,506.30	na	6,506.30	0.00	6,506.30	na
Operations & Maintenance	163,788.73	28,090.00	135,698.73	483.09%	163,788.73	28,090.00	135,698.73	483.09%
Contract Services	269.50	300.00	(30.50)	-10.17%	269.50	300.00	(30.50)	-10.17%
Operating Expenses	696.55	1,250.00	(553.45)	-44.28%	696.55	1,250.00	(553.45)	-44.28%
G & A Allocations	32,163.05	34,948.00	(2,784.95)	-7.97%	32,163.05	34,948.00	(2,784.95)	-7.97%
Internal Allocations	0.00	(1.00)	1.00	-100.00%	0.00	(1.00)	1.00	-100.00%
Depreciation	125,864.64	127,250.00	(1,385.36)	-1.09%	125,864.64	127,250.00	(1,385.36)	-1.09%
Operating Expenses	378,138.43	254,664.04	123,474.39	48.49%	378,138.43	254,664.04	123,474.39	48.49%
Total Operating	47,460.66	147,123.96	(99,663.30)	-67.74%	47,460.66	147,123.96	(99,663.30)	-67.74%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	31,656.46	0.00	31,656.46	na	31,656.46	0.00	31,656.46	na
Other	25.00	0.00	25.00	na	25.00	0.00	25.00	na
Non-Operating Revenues	31,681.46	0.00	31,681.46	na	31,681.46	0.00	31,681.46	na
Interest Expense	119,668.41	131,291.00	(11,622.59)	-8.85%	119,668.41	131,291.00	(11,622.59)	-8.85%
Amortization	36,374.41	36,200.00	174.41	0.48%	36,374.41	36,200.00	174.41	0.48%
Non-Operating Expenses	156,042.82	167,491.00	(11,448.18)	-6.84%	156,042.82	167,491.00	(11,448.18)	-6.84%
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	(124,361.36)	(167,491.00)	43,129.64	-25.75%	(124,361.36)	(167,491.00)	43,129.64	-25.75%
NET INCOME (LOSS)	(76,900.70)	(20,367.04)	(56,533.66)	277.57%	(76,900.70)	(20,367.04)	(56,533.66)	277.57%

Budget Income Statement - Cable TV Fund

July 31, 2025

	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Other	923.12	1,167.00	(243.88)	-20.90%	923.12	1,167.00	(243.88)	-20.90%
Operating Revenues	923.12	1,167.00	(243.88)	-20.90%	923.12	1,167.00	(243.88)	-20.90%
Salaries and Wages	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Payroll Taxes & EE Benefits	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operations & Maintenance	0.00	50.00	(50.00)	-100.00%	0.00	50.00	(50.00)	-100.00%
Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
G & A Allocations	780.66	848.00	(67.34)	-7.94%	780.66	848.00	(67.34)	-7.94%
Internal Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Depreciation	126.28	45.00	81.28	180.62%	126.28	45.00	81.28	180.62%
Operating Expenses	906.94	943.00	(36.06)	-3.82%	906.94	943.00	(36.06)	-3.82%
Total Operating	16.18	224.00	(207.82)	-92.78%	16.18	224.00	(207.82)	-92.78%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	0.00	0.00	0.00	na	0.00	0.00	0.00	na
NET INCOME (LOSS)	16.18	224.00	(207.82)	-92.78%	16.18	224.00	(207.82)	-92.78%

Budget Income Statement - Snow Removal Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
KMPUD Internal Usage	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Salaries and Wages	8,920.00	4,219.00	4,701.00	111.42%	8,920.00	4,219.00	4,701.00	111.42%
Payroll Taxes & EE Benefits	3,679.24	2,323.00	1,356.24	58.38%	3,679.24	2,323.00	1,356.24	58.38%
Operations & Maintenance	381.90	1,500.00	(1,118.10)	-74.54%	381.90	1,500.00	(1,118.10)	-74.54%
Contract Services	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Expenses	0.00	50.00	(50.00)	-100.00%	0.00	50.00	(50.00)	-100.00%
G & A Allocations	17,642.83	19,170.00	(1,527.17)	-7.97%	17,642.83	19,170.00	(1,527.17)	-7.97%
Internal Allocations	0.00	50.00	(50.00)	-100.00%	0.00	50.00	(50.00)	-100.00%
Depreciation	8,001.62	7,500.00	501.62	6.69%	8,001.62	7,500.00	501.62	6.69%
Operating Expenses	38,625.59	34,812.00	3,813.59	10.95%	38,625.59	34,812.00	3,813.59	10.95%
Total Operating	(38,625.59)	(34,812.00)	(3,813.59)	10.95%	(38,625.59)	(34,812.00)	(3,813.59)	10.95%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	2,048.20	0.00	2,048.20	na	2,048.20	0.00	2,048.20	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	2,048.20	0.00	2,048.20	na	2,048.20	0.00	2,048.20	na
Interest Expense	1,550.63	1,884.00	(333.37)	-17.69%	1,550.63	1,884.00	(333.37)	-17.69%
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	1,550.63	1,884.00	(333.37)	-17.69%	1,550.63	1,884.00	(333.37)	-17.69%
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	497.57	(1,884.00)	2,381.57	-126.41%	497.57	(1,884.00)	2,381.57	-126.41%
NET INCOME (LOSS)	(38,128.02)	(36,696.00)	(1,432.02)	3.90%	(38,128.02)	(36,696.00)	(1,432.02)	3.90%

Budget Income Statement - Propane Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Commercial	9,950.58	16,000.00	(6,049.42)	-37.81%	9,950.58	16,000.00	(6,049.42)	-37.81%
Commercial Base Rates	12,321.60	14,232.00	(1,910.40)	-13.42%	12,321.60	14,232.00	(1,910.40)	-13.42%
Residential	14,757.80	15,059.00	(301.20)	-2.00%	14,757.80	15,059.00	(301.20)	-2.00%
Residential Base Rates	10,350.40	12,180.00	(1,829.60)	-15.02%	10,350.40	12,180.00	(1,829.60)	-15.02%
KMPUD Internal Usage	1,641.19	314.00	1,327.19	422.67%	1,641.19	314.00	1,327.19	422.67%
Meter Charges	2,010.28	1,807.00	203.28	11.25%	2,010.28	1,807.00	203.28	11.25%
Other	42.44	0.00	42.44	na	42.44	0.00	42.44	na
Operating Revenues	51,074.29	59,592.00	(8,517.71)	-14.29%	51,074.29	59,592.00	(8,517.71)	-14.29%
Cost of Goods Sold	14,529.71	21,961.00	(7,431.29)	-33.84%	14,529.71	21,961.00	(7,431.29)	-33.84%
Salaries and Wages	3,986.00	14,097.00	(10,111.00)	-71.72%	3,986.00	14,097.00	(10,111.00)	-71.72%
Payroll Taxes & EE Benefits	3,678.60	8,238.00	(4,559.40)	-55.35%	3,678.60	8,238.00	(4,559.40)	-55.35%
Operations & Maintenance	3,829.89	10,950.00	(7,120.11)	-65.02%	3,829.89	10,950.00	(7,120.11)	-65.02%
Contract Services	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Expenses	25.00	670.00	(645.00)	-96.27%	25.00	670.00	(645.00)	-96.27%
G & A Allocations	29,821.08	32,403.00	(2,581.92)	-7.97%	29,821.08	32,403.00	(2,581.92)	-7.97%
Internal Allocations	310.00	874.00	(564.00)	-64.53%	310.00	874.00	(564.00)	-64.53%
Depreciation	5,422.55	5,500.00	(77.45)	-1.41%	5,422.55	5,500.00	(77.45)	-1.41%
Operating Expenses	61,602.83	94,693.00	(33,090.17)	-34.94%	61,602.83	94,693.00	(33,090.17)	-34.94%
Total Operating	(10,528.54)	(35,101.00)	24,572.46	-70.01%	(10,528.54)	(35,101.00)	24,572.46	-70.01%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	1,678.17	0.00	1,678.17	na	1,678.17	0.00	1,678.17	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	1,678.17	0.00	1,678.17	na	1,678.17	0.00	1,678.17	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	1,678.17	0.00	1,678.17	na	1,678.17	0.00	1,678.17	na
NET INCOME (LOSS)	(8,850.37)	(35,101.00)	26,250.63	-74.79%	(8,850.37)	(35,101.00)	26,250.63	-74.79%

Budget Income Statement - Solid Waste Fund

July 31, 2025	-----Month Totals-----				-----Year to Date Totals-----			
	This Year July	Budget July	Variance Dollar	Variance Percent	This Year YTD	Budget YTD	Variance Dollar	Variance Percent
0 - Default								
Commercial	2,194.65	0.00	2,194.65	na	2,194.65	0.00	2,194.65	na
Residential	30,894.17	30,867.00	27.17	0.09%	30,894.17	30,867.00	27.17	0.09%
Other	(10.25)	100.00	(110.25)	-110.25%	(10.25)	100.00	(110.25)	-110.25%
Operating Revenues	33,078.57	30,967.00	2,111.57	6.82%	33,078.57	30,967.00	2,111.57	6.82%
Salaries and Wages	2,803.11	1,813.00	990.11	54.61%	2,803.11	1,813.00	990.11	54.61%
Payroll Taxes & EE Benefits	1,371.94	998.00	373.94	37.47%	1,371.94	998.00	373.94	37.47%
Operations & Maintenance	21,750.05	11,100.00	10,650.05	95.95%	21,750.05	11,100.00	10,650.05	95.95%
Contract Services	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
G & A Allocations	6,557.51	7,125.00	(567.49)	-7.96%	6,557.51	7,125.00	(567.49)	-7.96%
Internal Allocations	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Depreciation	457.20	450.00	7.20	1.60%	457.20	450.00	7.20	1.60%
Operating Expenses	32,939.81	21,486.00	11,453.81	53.31%	32,939.81	21,486.00	11,453.81	53.31%
Total Operating	138.76	9,481.00	(9,342.24)	-98.54%	138.76	9,481.00	(9,342.24)	-98.54%
Contribution Revenues	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Investment Income	216.72	0.00	216.72	na	216.72	0.00	216.72	na
Other	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Revenues	216.72	0.00	216.72	na	216.72	0.00	216.72	na
Interest Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Amortization	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Non-Operating Expenses	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 Pension Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 75 OPEB Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
GASB 68 & 75 Expense	0.00	0.00	0.00	na	0.00	0.00	0.00	na
Total Non-Operating	216.72	0.00	216.72	na	216.72	0.00	216.72	na
NET INCOME (LOSS)	355.48	9,481.00	(9,125.52)	-96.25%	355.48	9,481.00	(9,125.52)	-96.25%

August 2025 Preliminary Income Statement

August 31, 2025	-----Month Totals-----			-----Year to Date Totals-----		
	This Year August	Budget August	Variance Dollar	This Year YTD	Budget YTD	Variance Dollar
Commercial	52,776.07	72,878.00	(20,101.93)	120,114.53	150,385.00	(30,270.47)
Commercial Base Rates	261,531.16	267,159.00	(5,627.84)	494,627.89	534,318.00	(39,690.11)
Residential	83,491.80	105,042.00	(21,550.20)	233,162.14	216,937.00	16,225.14
Residential Base Rates	174,254.10	176,614.00	(2,359.90)	345,925.19	353,228.00	(7,302.81)
KMPUD Internal Usage	56,274.56	58,136.00	(1,861.44)	119,216.56	116,697.00	2,519.56
Meter Charges	8,425.03	8,235.00	190.03	17,027.02	16,470.00	557.02
Property Taxes	82,340.00	82,340.00	0.00	164,680.00	164,680.00	0.00
Other	14,641.00	14,052.00	589.00	29,158.21	28,104.00	1,054.21
Operating Revenues	733,733.72	784,456.00	(50,722.28)	1,523,911.54	1,580,819.00	(56,907.46)

Cash Flow

FYE 2026												
<u>Revenue/Expenses</u>	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
AR Revenue	\$ 553,459	\$ 658,120	\$ 669,847	\$ 714,411	\$ 447,756	\$ 984,494	\$ 692,780	\$ 736,282	\$ 1,100,148	\$ 888,009	\$ 419,669	\$ 699,803
Snow Removal Revenue				\$ 3,964	\$ 452,589	\$ 3,964	\$ 452,589	\$ 3,964	\$ 3,964	\$ 3,964		
Property Tax Revenue	\$92,100					\$132,500		\$396,000			\$374,500	
Operating Expenses (w/out depreciation)	(\$496,239)	(\$506,295)	(\$509,507)	(\$538,958)	(\$682,858)	(\$938,099)	(\$774,929)	(\$753,793)	(\$737,534)	(\$592,259)	(\$545,788)	(\$462,288)
Capital Expenses												
<u>Loans</u>												
RUS Interest			(\$359,005)			(\$356,281)			(\$342,009)			(\$342,894)
RUS Principal			(\$352,489)			(\$969,244)			(\$359,871)			(\$358,873)
Employee Housing Condos	(\$972)	(\$972)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)	(\$3,725)
Five Star Equipment Loan	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)	(\$6,241)
Transfer in from Reserve		\$ 368,011										
Net Changes	\$ 142,107	\$ 512,624	\$ (561,120)	\$ 169,451	\$ 207,522	\$ (1,152,631)	\$ 360,475	\$ 372,487	\$ (345,268)	\$ 289,749	\$ 238,415	\$ (474,217)
Updated Operating Forecast	\$1,529,397	\$ 1,574,200	\$ 1,013,079	\$ 1,182,531	\$ 1,390,053	\$ 237,422	\$ 597,897	\$ 970,384	\$ 625,117	\$ 914,865	\$ 1,153,280	\$ 679,063
<u>Reserve Fund</u>												
Transfer in from Operating Cash	\$0	(\$368,011)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund Interest Earned	\$12,799	\$11,656										
Reserve Fund Balance	\$3,536,102	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747	\$3,179,747
LAIF Balance	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022	\$12,022
Total Operating Cash	\$5,077,522	\$4,765,969	\$4,204,848	\$4,374,300	\$4,581,821	\$3,429,191	\$3,789,666	\$4,162,153	\$3,816,886	\$4,106,634	\$4,345,049	\$3,870,832
Budget	5,111,291	5,301,091	4,739,811	4,912,014	5,122,288	3,972,410	4,335,637	4,710,876	4,368,361	4,660,862	4,902,029	4,430,564
Variance to Budget	(\$33,770)	(\$535,123)	(\$534,963)	(\$537,715)	(\$540,467)	(\$543,219)	(\$545,971)	(\$548,723)	(\$551,475)	(\$554,228)	(\$556,980)	(\$559,732)

STAFF REPORT

USDA RUS RESOLUTIONS

Requested Action:

That the Board approve Resolution 25-07, naming Richard Ansel, General Manager, as the Certifier and Security Administrator on behalf of KMPUD.

Background:

During the initial RUS Loan establishment, the former General Manager was designated as the KMPUD Certifier and Security Administrator. These roles certify and submit data included as part of the RUS loan requirements, and to give appropriate, access to KMPUD data to other employees, officers or contractors, respectively.

In order to continue with data submission and to authorize access as necessary, a new designee must be named to each of these respective roles.

Staff recommends that the Board continue with the status quo of delegating this authority to the General Manager.

Alternatives:

Designate different parties to either, or both roles.

Fiscal Impact:

None.

Reviewed by Committee:

No.

Prepared by:

Terri Leach

RESOLUTION NO. 25-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
NAMING GENERAL MANAGER RICHARD ANSEL TO
CERTIFIER AND SECURITY ADMINISTRATOR ON BEHALF
OF THE DISTRICT TO THE RURAL UTILITIES SERVICE.**

WHEREAS, Richard Ansel, the General Manager of the District, be the certifier on behalf of the District, who shall be responsible for submitting and certifying to the Rural Utilities Service, an agency of the United States Department of Agriculture delivering Rural Development Utilities Programs, any and all data required by RDUP Form 674.

WHEREAS, Richard Ansel, the General Manager of the District, be the Security Administrator on behalf of the District, who shall give access to the District's data, as appropriate, to other employees, officers, or contractors of the District, for the purpose of complying with RDUP Form 674.

WHEREAS, both shall comply with the instructions for RDUP Form 674 in regard to use of the government's data collection system.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kirkwood Meadows Public Utility District do hereby adopt Resolution 25-07.

PASSED AND ADOPTED by the Board of Directors of the Kirkwood Meadows Public Utility District on the 3rd day of October, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

By: _____
Doug Mitarotonda, President

Attest: _____
Peter Dornbrook, Secretary

SECRETARY'S CERTIFICATE

I, Peter Dornbrook do hereby certify that: I am the Secretary of Kirwood Meadows Public Utility District (hereinafter the "District;") that the following are true and correct copies of resolutions duly adopted by the Board of Directors of the District at the regular meeting held October 3, 2025 and entered in the minute book of the District; that the meeting was duly and regularly called and held in accordance with the bylaws of the District; and that none of the following resolutions has been rescinded or modified:

RESOLUTIONS

1. RESOLVED that Richard Ansel, the General Manager of the District, be the Certifier on behalf of the District, who shall be responsible for submitting and certifying to the Rural Utilities Service, an agency of the United States Department of Agriculture delivering Rural Development Utilities Programs, any and all data required by RDUP Form 674;
2. RESOLVED that Richard Ansel, the General Manager of the District, be the Security Administrator on behalf of the District, who shall give access to the District's data, as appropriate, to other employees, officers, or contractors of the District, for the purpose of complying with RDUP Form 674; and
3. RESOLVED that both shall comply with the Instructions for RDUP Form 674 in regard to use of the government's data collection system.

I FURTHER CERTIFY THAT each member of the Board of Directors of the Corporation was furnished with notice of said meeting in compliance with the bylaws of the District.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the District this 3rd day of October, 2025.

Peter Dornbrook, Secretary

(Corporate Seal)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0031. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. Department of Agriculture
Rural Development Utilities Programs

CERTIFICATE OF AUTHORITY TO SUBMIT OR GRANT ACCESS TO DATA

INSTRUCTIONS-Submit one copy to the Rural Development Utilities Programs headquarters and one copy to the GFR.

In accordance with the requirements of the Rural Utilities Service, an agency delivering the U.S. Department of Agriculture Rural Development Utilities Programs, herein after referred to as the Agency, and by resolution, attached hereto, of the board of directors or other managing body

(the "Board" of _____ ("the Borrower")
BORROWER'S NAME

located at _____,
BORROWER'S ADDRESS

which resolution was adopted by a quorum of the Board, held on _____, 20____, the Board hereby authorizes the officer or manager whose name, title, and USDA eAuthentication ID appear below (Certifier), to certify and submit the data requested on the following Agency data collections. Furthermore, said resolution authorizes the following employee whose name, title, and eAuthentication ID appear below (Security Administrator), to give, as appropriate, other employees, officers, or contractors access to the Borrower's data on the USDA Rural Development Data Collection System, subject to the terms of the attached instructions, for the purpose of completing the required data collection indicated below:

(Check All That Apply)

	Form No. (if applicable)	TITLE
<input type="checkbox"/>	7	Financial and Statistical Report (Electric - Distribution)
<input type="checkbox"/>	12	Operating Report (Electric - Generation)
<input type="checkbox"/>	--	Operating Report for Broadband Borrowers
<input type="checkbox"/>	--	Operating Report for Telecommunications Borrowers

This certification of authority shall remain in force until the Agency has been notified of, and has acknowledged to the Board, its rescinding of the attached resolution.

Certifier

TITLE NAME (TYPE OR PRINT) eAuthentication ID

Security Administrator

TITLE NAME (TYPE OR PRINT) eAuthentication ID

BORROWER'S NAME

SIGNATURE OF BOARD PRESIDENT
OR CHAIRMAN

DATE

SIGNATURE OF SECRETARY

STAFF REPORT

PROPOSED PROPERTY TAX ALLOCATIONS FYE 2025

Requested Action:

That the Board approve the proposed allocations of property tax revenues for Fiscal Year 2025, as outlined in this report.

Background:

- These allocations are consistent with both budget assumptions and rate study adopted by the Board.
- Staff propose allocations that fully distribute these revenues across operating categories, making funds back out to net zero.
- To close out last year's allocation with \$140,000 set by RUS with terms of our OTIER and TIER ratios with forgiveness.

Reviewed by Committee:

Not reviewed by Finance Committee due to exigent circumstances for Audit.

Prepared by:

Terri Leach

Property Tax Allocations											Proposed	
	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025
Fire		155,907.68	104,359.91	108,190.36	136,846.58	156,665.20	169,111.62	163,119.31	154,866.62	\$258,721.97	\$272,108.41	339,236.83
Parks			24,585.00	16,866.00	16,537.22	24,315.45	58,582.05	80,391.88	31,314.17	\$21,970.49	\$43,968.73	40,522.37
Water			100,000.00	37,193.00	85,096.41	150,000.00		2,146.45		\$37,623.91	\$93,000.00	93,000.00
Wastewater			426,904.93	140,817.00	394,471.69	337,877.95	191,097.82	275,000.00	199,768.12	\$133,393.87	\$325,000.00	299,161.73
Employee Housing			41,211.12	33,856.00	49,353.40	23,864.77	121,074.51	73,550.25	33,022.74	\$42,580.37	\$99,242.77	63,111.72
Electric	825,633.65	660,332.00	100,175.00	465,300.00	150,000.00	150,000.00	325,000.00	300,000.00	450,000.00	\$450,000.00	\$145,000.00	140,000.00
Cable						3,364.21						\$17,968.91
Total	825,633.65	816,239.68	822,235.96	826,448.36	853,677.08	846,087.58	864,866.00	894,207.89	868,971.65	944,290.61	978,319.91	993,001.56

Interfund Loans from Electric *does not include interest												TOTAL	
	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	
Waste Water				32,650.00							(8,000.00)	(16,000.00)	8,650.00
Snow Removal						91,496.66	37,975.81	(50,000.00)		46,336.00		(9,977.39)	115,831.08
Solid Waste							20,072.79	42,585.16	(30,000.00)		(32,657.95)	-	0.00
Total	0.00	0.00	0.00	32,650.00	0.00	91,496.66	58,048.60	(7,414.84)	(30,000.00)	46,336.00	(40,657.95)	(25,977.39)	124,481.08

Balance as of 6/30/25

6/30/25 Operating Cash Balances

After Allocations & Loans

G & A	(\$145,653.20)	*This is a negative due to accrued Final Apportionments & Prepaid Expenses
Fire	\$0.00	
Parks and Rec	\$0.00	
Water	\$173,998.75	
WW	\$218,335.20	
Employee Housing	\$160,343.54	
Electric	\$534,477.58	
Cable	\$0.00	
Snow Removal	\$206,709.90	*Cash transfer from Op Reserve to revenue for SR expenses & moving Op Reserve Balance posted to August.
Propane	\$542,428.16	
Solid Waste	\$94,603.73	
TOTAL	\$1,785,243.66	*This does not include LAIF or the 5 Star Operating Reserve Account

STAFF REPORT

Lodge Tank Power and Level Sensor

Background:

In January 2025, the resort contacted the District to request that the power for the Lodge Tank telemetry be separated from the power for Chair 6. The power line for the tank was installed prior to KMPUD's purchase of Mountain Utilities, during tank construction in 1996. During this construction, the resort entered into an agreement with KMPUD to provide the land and partial funds for the Lodge Tank installation needed for new development, but no record of a power agreement has been located. The current power line is in poor condition and is routed, in some places, through the snowmaking infrastructure.

Staff investigated options to install independent power to the tank and determined that a solar installation was the preferred solution due to the lack of available single-phase power in the ski resort base area and the cost of installing a new transformer and underground service line.

In July 2025, a lightning strike damaged the level sensor at the Lodge Tank and the copper phone line used to transmit the level to the WWTP, along with the display at the WWTP where the tank and aquifer levels are read. The level sensor is currently inoperable, and staff is estimating tank level using the level sensor at the Dangburg Tank.

Proposal:

Control Point Engineering provided a two-part proposal to replace the currently inoperable components of the Lodge Tank level sensor and upgrade the water level sensors and controls system with an integrated SCADA system.

Phase 1 of the project would install a new solar installation, level sensor and radio transmitter at the Lodge Tank, and begin the necessary work in the WWTP and Well 2 for SCADA integration. Phase 2 of the project would include development and commissioning of the SCADA and installation of a backup operator interface.

Staff Recommendation:

Due to equipment lead time and possible access issues due to possible winter conditions with road access to the Lodge tank. Staff recommends approval of Phase 1 proposal. Phase 2 of the proposal will be sent to EOP Committee for further discussion.

Financial Impact:

The 2025/2026 Capital Budget includes \$80,000 for Lodge Tank power and level sensor. The not to exceed cost for Phase 1 is \$79,980.

Prepared By:

Brandi Benson



September 17, 2025

Mrs. Brandi Benson, PE
Operations Manager
Kirkwood Meadows Public Utility District
PO Box 247
33540 Loop Road
Kirkwood, CA 95646
bbenson@kmpud.com

RE: Proposal for Water System SCADA Upgrade: Phase 1

Mrs. Benson:

This document describes our proposal for Phase 1 of the District's Water System SCADA Upgrade Project. The attached fee summary details the associated tasks and costs.

Scope of Work

Our offer includes the following:

1. Project Management
2. Control Room Improvements
3. Tank 2 (Lodge Tank) Improvements
4. Well 2 Improvements

1. Project Management

We have included time for monthly project management meetings and ongoing project-related correspondence and coordination throughout the project.

Cost: \$3,780

2. Control Room Improvements

We will perform a Discovery and Investigation task where we identify and label all interconnecting control system wires in the existing Water System Control Panel and at each remote site. From there we will develop new PLC Control Panel drawings, order materials, and fabricate a new PLC Control Panel. The installation of the new PLC Control Panel will occur in Phase 2 of the project.

Labor: \$29,400

Materials: \$15,000

Cost: \$44,400

3. Tank 2 (Lodge Tank) Improvements

We will provide and install a new level transmitter, solar panels, enclosure, batteries, and remote radio (to replace the existing radio).

Labor: \$8,400

Materials: \$8,000

Cost: \$16,400



4. Well 2 Improvements

We will wire the motor controls for remote (SCADA) operation and install and configure a new remote radio.

Labor: \$8,400
Materials: \$7,000
Cost: \$15,400

Total Cost

Our total fees for the **Water System SCADA Upgrade: Phase 1 Project** will not exceed **\$79,980** and will be billed on a time and expense basis.

Attachments

1. Fee Summary

ControlPoint Engineering, Inc.

Jeremy Pollet, P.E.

Principal Engineer

3941 Park Drive, Unit 20-652

El Dorado Hills, CA 95762

Phone: 916.337.9697

jeremy.pollet@controlpointeng.com

**Kirkwood Meadows Water System
Water System SCADA Upgrade
Phase 1
Task List and Hourly Breakdown
Prepared by ControlPoint Engineering, Inc.
September 17, 2025**

	Description	PM, EE, SCADA Developer	Lead SCADA Developer	Senior Field Engineer	Cost
Task 1	Project Management	8		10	\$3,780
1.1	Project Correspondence and Coordination	8		10	\$3,780
Task 2	Control Room Improvements			140	\$44,400
2.1	Discovery and Investigation (note 1)			40	\$8,400
2.2	Develop new PLC Control Panel drawings.			40	\$8,400
2.3	Materials: Control Panel with PLC, network switch, base radio, OIT, relays, etc.				\$15,000
2.4	Fabricate new PLC Control Panel.			60	\$12,600
Task 3	Tank 2 (Lodge Tank) Improvements			40	\$16,400
3.1	Install and configure new level transmitter, solar panels, batteries, remote radio.			40	\$8,400
3.2	Materials: new level transmitter, solar panels, enclosure, batteries, remote radio.				\$8,000
Task 4	Well 2 Improvements			40	\$15,400
4.1	Wire motor controls for remote operation, install and configure radio.			40	\$8,400
4.2	Materials: Well pump controls, remote radio, etc.				\$7,000
Total		8 Hours	0 Hours	230 Hours	\$79,980

Note 1: Identify and label all interconnecting controls wires in existing Water System Control Panel and each remote site.

STAFF REPORT

Sewer System Management Plan (SSMP) Internal Audit

Background:

In 2022, the State Water Resources Control Board (SWRCB) issued Order No. 2022-0003-DWQ, which requires owners of wastewater collection systems to update their Sewer System Management Plan (SSMP) to meet the requirements of the updated order. The Kirkwood Meadows Public Utilities District's (District) Board of Directors approved the updated SSMP on July 5, 2024.

The purpose of the SSMP is to describe the District's activities in managing its wastewater collection system in order to: eliminate preventable sewer spills and minimize those spills that may occur. One of the requirements of the SSMP is that the District perform internal audit of the plan every three years to assess the effectiveness and accuracy of the plan. The last internal audit was completed in 2022.

The 2022 SSMP Internal Audit identified two improvement opportunities: update system maps and create a comprehensive atlas of the wastewater collection system and encourage key operators to pursue the voluntary CWEA Collection Systems Maintenance Grade I certification. Of these, the system map update and atlas improvement was completed in February 2025.

2025 SSMP Internal Audit:

The attached report identifies two elements that require updates. These are summarized below.

SSMP Section	Update	Target Date
Element 2.0 Organization	The SSMP does not contain an up-to-date version of the Organizational Chart in Section 2.3.2 or Appendix A. Updated versions of these sections are attached to the report.	10/3/25
Element 4.0 Operations and Maintenance Program	Section 4.4 of the SSMP references a Sewer Master Plan that has not been completed. This plan is scheduled for completion in FYE 2026.	6/30/26

Prepared By:

Brandi Benson

SEWER SYSTEM MANAGEMENT PLAN

April 2024

Prepared For:

KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

33540 Loop Road
Kirkwood, CA 95646

209.258.4444



N|V|5

2525 Natomas Park Drive
Suite 300
Sacramento, CA 95833

KMUD-23-11901

SSMP CERTIFICATION

This technical report, which is required under General Waste Discharge Requirements Order No. 2022-0103-DWQ adopted by the State Water Resources Control Board, was prepared for Kirkwood Meadows Public Utility District by NV5, Inc. The report is based on information provided by the client that is believed to be reliable and was prepared in accordance with accepted engineering practices. No other warranty is implied or intended.



Matthew C. Moore
RCE 56780, Expires 6/30/2025

SSMP REVISION LOG

Version Date	Summary	Revisions by	Revision Description
April 2024	2022 Order updates	NV5	Updated SSMP document for compliance with 2022 General Order

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1.0 ELEMENT 1 – GOALS AND INTRODUCTION

This document is the Sewer System Management Plan (SSMP) for the Kirkwood Meadows Public Utility District (KMPUD) located in Alpine, Amador, and El Dorado Counties, California. This document describes the activities that KMPUD uses to manage its wastewater collection system effectively. The development of this SSMP was required when the State Water Resources Control Board (SWRCB) updated the previous Statewide General Waste Discharge Requirement (GWDR) and Monitoring and Reporting Program (MRP) with Order WQ 2022-0103-DWQ, the General Order for Sanitary Sewer Systems, on December 6, 2022 (2022 Order). The 2022 Order defines requirements for operating, maintaining, and managing wastewater collection systems. The Order applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines that convey untreated wastewater to a publicly owned treatment facility, and requires each agency to prepare an SSMP. This section fulfills the Element 1 – Goal and Introduction requirements of the 2022 Order. Regulatory Requirements

1.1 REGULATORY REQUIREMENTS

The summarized requirements (from the 2022 Order) for the Goals element of the SSMP are as follows:

“The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer (collection) system. This will help reduce and prevent Sewer System Spills, as well as mitigate any spills that do occur.”

1.2 SYSTEM DESCRIPTION

The KMPUD wastewater collection system consists of approximately 8 miles of gravity collection mains, 3,250 linear feet of sewer force mains, and approximately 250 sewer manholes.

1.2.1 Gravity Mains and Manholes

The gravity pipelines are 6, 8 and 10 inches in diameter. The gravity collection system varies in age from newly constructed up to 50-years old. Pipe materials are typically plastic (PVC) or asbestos concrete. Sewer transitions (flow direction and/or pipe diameter changes) occur at manholes. All manholes within the system are precast or cast-in- place concrete with cast iron grade rings and covers.

1.2.2 Pump Stations and Force Mains

The District collection system includes a pump station (East Lift) near the northern end and a main pump station (Main Lift) centrally located near the Wastewater Treatment Plant (WWTP). All of the sewage collected in the District’s service area flows to the main pump station and is pumped to the WWTP for treatment and disposal. The pump station force main is an 8-inch diameter PVC pipe. Pumped flows can be diverted to one flow equalization/storage basin prior to treatment.

1.2.3 Service Laterals

The term “service lateral” in this document refers to the sewer line beginning at the foundation wall of a building and terminating at (connecting to) the District’s sewer main. Service laterals consist of mainly small diameter (3 and 4-inch) sewer lines that serve individual residences or commercial buildings. Most sewer laterals within the KMPUD service area were installed at the time the District’s collection system was constructed and were funded by the developers of commercial and multi-family developments.

Residential and commercial sewer laterals are constructed by individual property owners and inspected by the District to adhere to the District’s Design Standards. Service laterals are owned and maintained by the owners of the properties served by the lateral(s).

1.3 GOALS DISCUSSION

KMPUD’s identified Goals for this SSMP are as follows:

1. To properly manage, operate and maintain all portions of the District’s wastewater collection system.
2. To prevent public health hazards.
3. To use funds available for sewer operations in the most efficient manner.
4. To perform all operations in a safe manner to avoid personal injury and property damage.
5. To protect the large investment in collection systems by maintaining adequate capacities and extending useful life.
6. To convey wastewater to treatment facilities with a minimum of infiltration and inflow.
7. To provide adequate capacity to convey the peak wastewater flows.
8. To minimize inconveniences by responsibly handling interruptions in service.
9. To minimize the frequency of Sanitary Sewer Spills.
10. To mitigate the impacts that are associated with any spill that may occur.
11. To meet all applicable regulatory notification and reporting requirements.
12. To prevent Fats, Oils, and Grease (FOG) from entering collection system by regularly inspecting, repairing and pumping all Grease Interceptors within the District’s service area.

The SSMP supplements and supports the District’s existing operation and maintenance programs and SSMP goals by providing high level, consolidated guidelines, and procedures for all aspects of the District’s sewer system management.

2.0 ELEMENT 2 - ORGANIZATION

This element of the SSMP identifies District staff responsible for implementing the SSMP, responding to spill events, and meeting the spill reporting requirements according to SWRCB order number 2022-0103-DWQ. This section also includes the designation of the Authorized Representative to meet the SWRCB requirements for completing and certifying monthly reports electronically.

2.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order for the Organization element of the SSMP are as follows:

“The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)”

According to Section J of the Order, the Authorized Representative shall sign and certify all applications, reports, or information as follows:

1. All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal, or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph 2 of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online spill database procedures, meet this certification requirement.)
2. An individual is a duly authorized representative only if:
 - a. The authorization is made in writing by a person described in paragraph 1 of this provision; and
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

2.2 ORGANIZATIONAL CONTACTS

Names and contact information for KMPUD personnel identified in Element 2 is included in Appendix A. This appendix includes the following information:

- Personnel names for designated titles/positions in the District’s organizational chart (attributable to sewer systems)
- Contact information (e-mail and telephone numbers) for listed personnel

This information shall be actively updated as necessary, so as to remain current.

2.3 ORGANIZATIONAL DISCUSSION

This section outlines the KMPUD organizational structure, general and SSMP responsibilities of personnel, Authorized Representative, and chain of communication for spill response and reporting. Staff and personnel positions are listed by title, with specific responsibility descriptions attributed to the title/position. Staff names and contact information are included in Appendix A.

The Kirkwood Meadows Public Utility District is a relatively small sewer district with an operations and maintenance staff appropriately sized to serve its customers. As a result, the responsibilities for implementing the measures outlined in this SSMP are shared among the individuals which comprise the management, administrative, and O&M staff positions at the District.

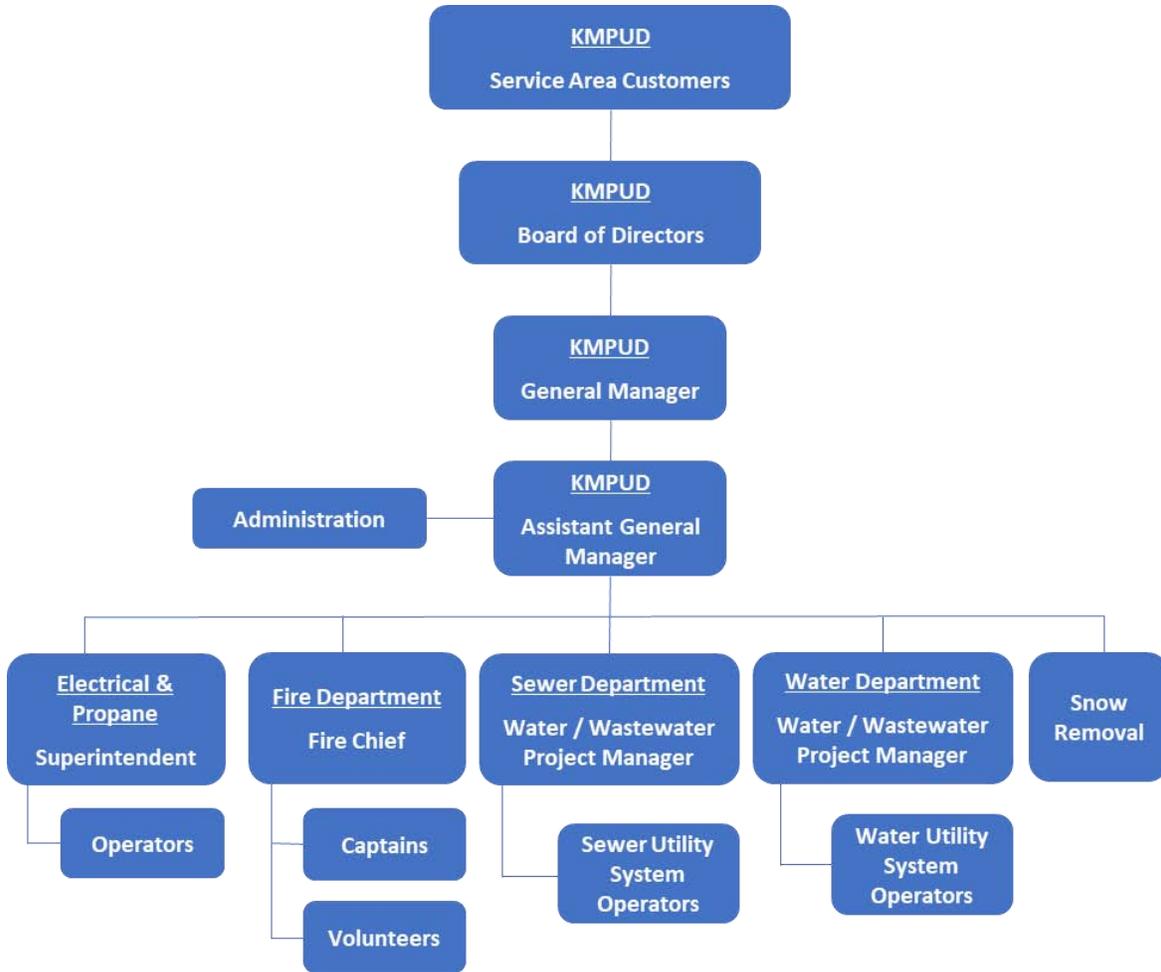
2.3.1 Authorized Representative

The District General Manager serves under the direction of the KMPUD Board of Directors and fulfills the requirements and responsibilities of the Authorized Representative as described in the 2022 Order. The General Manager is responsible for implementation of the SSMP and online registry and reporting through the California Integrated Water Quality System (CIWQS).

2.3.2 Organization Chart

The Organization Chart for the administration, management, operation, and maintenance of the District’s collection system is illustrated in Figure 1. The names and contact information for individuals filling these positions are included in Appendix A.

Figure 2-1. KMPUD Organization Chart



2.4 DESCRIPTION OF GENERAL RESPONSIBILITIES

This section includes a brief description of the job title, authority, and representative responsibilities (related to the sewer collection system) associated with each position.

General Manager

Plans, organizes, and directs the activities of the District. Advises Board of Directors on utility matters including those related to the collection system. Prepares and controls District budget. Reviews project plans and specifications for residential and commercial development projects which pertain to water and wastewater service provided by the District. Directs engineering planning studies and capital improvements projects on behalf of the District. Confers with engineering consultants, contractors, and the general public on construction and maintenance problems and procedures. Corresponds with regulatory officials from local, state, and federal jurisdictional agencies. Oversees and manages sewer maintenance operations. Leads development of utility plans and programs, including SSMP.

SSMP Element 2 – Organization

Water / Wastewater Project Manager

Reports to the General Manager. Acts as Chief Plant Operator for wastewater treatment facility. Directs and participates in (with assistance of Utility Systems Operations staff) cleaning, repairing, inspection, and maintenance of District sewer collection system infrastructure. Investigates sewer related complaints or alerts from the general public. Maintains the District's online database reporting to CIWQS on behalf of the General Manager.

Utility Systems Operator (Sewer)

Reports to the Water / Wastewater Project Manager. Performs a variety of technical and field tasks involving the operation, enforcement, maintenance, and problem resolution in connection with the operation of the wastewater treatment plant and sewer collection system. Performs cleaning and repair of sewer mains and lines. Operates a variety of collection system maintenance equipment and tools. Performs collection system preventative maintenance and spill response. Performs skilled tasks in the treatment of wastewater; checks and records daily flow into treatment plant, maintains logs of daily operations, performs preventative maintenance, obtains wastewater samples, maintains pump and processing equipment, responds to service alarms and/or emergencies.

District Safety Officer (Fire Chief)

Reports to the General Manager. Oversees safety plans and procedures for the District on behalf of the General Manager. Coordinates or conducts safety training for District staff. Investigates workplace injury reports, near misses, and other reports of safety needs or alerts.

Administrative Assistants

Provides administrative support for the water and sewer utility operators and reports directly to the General Manager. This position performs secretarial, receptionist, and administrative tasks, some of which are complex and confidential in nature. The administrative assistants provide technical assistance to the general public, County, and jurisdictional agencies regarding District procedures.

2.5 CHAIN OF COMMUNICATION

Emergency or spill reports which come to District staff via alarms, notifications by the general public, or other reporting entities will be immediately directed to the Utility Systems Operator on duty or on-call for emergency response. The General Manager and Water/Wastewater Project Manager will then be notified of the emergency or spill for further investigation and tracking according to the Spill Emergency Response Program (Element 6 of the SSMP). The Water/Wastewater Project Manager will include information regarding the emergency or spill in the monthly spill report via the CIWQS reporting system.

3.0 LEGAL AUTHORITY

This element of the SSMP details the basis of the Kirkwood Meadows Public Utility District’s authority to operate, inspect, maintain, repair, and/or replace its sewer collection system infrastructure within the KMPUD service area. This element lists the specific regulations and agreements which comprise the District’s authority to manage the system and enforce its rules.

3.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Legal Authority element of the SSMP are as follows:

“The Plan must include copies or an electronic link to the Enrollee’s current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.”

3.2 LEGAL AUTHORITY DOCUMENTS

Supporting information for Element 3 will be included in the appendix to this SSMP (Appendix D). The appendix shall include the following information:

- Complete copies of current regulations referenced in this Element
- Complete copies of service agreements pertaining to sewer service referenced in this Element
- This information shall be actively updated as necessary, so as to remain current.

3.3 KMPUD REGULATIONS

The KMPUD has developed regulations (adopted/ratified by District ordinances and resolutions) which establish the District’s legal authority to maintain the sanitary sewer system as required by the 2022 Order. Table 3-1 lists the KMPUD Regulations (by number) that fulfill the requirements. The regulations are grouped by the 2022 Order’s requirements (a) through (e) listed in Section 3.1 above.

Through the course of this SSMP development process, the District may need to adopt additional regulations to address a particular need or legal requirement of the Order. If new or amended regulations are necessary, they will be listed as such in this section. Once new regulations are adopted or amended which fulfill requirements listed herein, this section shall be revised to reflect the updated information.

Table 3-1. KMPUD Regulations that Fulfill Legal Authority Requirements

2022 Order Requirement	Description of Requirement	Relevant Documents
D-13-iii (a)	Prevent Illicit Discharges into Sanitary Sewer System	Regulation # 620.03 Conditions for Use of Public Sewers
D-13-iii (b)	Design and Construction Standards for Sewers and Connections	Regulation # 610.04 Capital Connection Fees - Sewer; Regulation # 620.05 Requirements for Constructing Private Gravity Sewer Systems; Regulation # 630.01 Extension or Betterment of Facilities; KMPUD Design and Construction Standards; and Policy Statement 230
D-13-iii (c)	Access for Maintenance, Inspection, or Repairs	Regulation # 620.06 Private Sewers and Connections – Conditions; and Regulation # 630.01 Extension or Betterment of Facilities
D-13-iii (d)	Fats, Oils, and Grease (FOG) and Other Debris Control	Ordinance # 99-02 Amending Grease Interceptor Maintenance Regulation; and Regulation # 620.03 Conditions for Use of Public Sewers
D-13-iii (e)	Enforcement	Regulation # 610.04 Capital Connection Fees – Sewer; Regulation # 620.03 Conditions for Use of Public Sewers; Regulation # 640.01 Discontinuance of Service; and Policy Statement 240

4.0 ELEMENT 4 – OPERATION AND MAINTENANCE PROGRAM

This element of the SSMP details the District’s operation and maintenance (O&M) program and other related activities for its wastewater collection system that are required for the O&M Program element of the 2022 Order. The major items discussed in this element are as follows:

- Regulatory Requirements
- Map of Sewer System
- Routine Operation and Maintenance Activities
- Rehabilitation and Replacement Plan
- Staff Training in Sewer Operations
- Equipment and Replacement Inventories

4.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Operation and Maintenance Program element of the SSMP are below. The Plan must include the items listed below that are appropriate and applicable to the Enrollee’s system.

- a) An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service.
- b) A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - Inspection and maintenance activities;
 - Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
 - Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

- c) In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:
 - The requirements of this General Order;
 - The Enrollee’s Spill Emergency Response Plan procedures and practice drills;

- Skilled estimation of spill volume for field operators; and
 - Electronic CIWQS reporting procedures for staff submitting data.
- d) An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.2 MAP OF SEWER SYSTEM

The current maps are a compilation of individual development plans, capital improvement projects, and as-built drawings of the original sewer system construction. The existing sewer system maps are retained in hard-copy format and portions of the sewer system maps are also available in electronic format.

The District's intent is to update the KMPUD sewer system maps into a comprehensive sewer collection system atlas. The updated maps will be available to district operations staff in electronic format and in a bound printed version for use. The maps will be actively updated based on information gathered in the field regarding physical features, condition assessments, and/or maintenance activities performed.

4.3 ROUTINE OPERATION AND MAINTENANCE ACTIVITIES

The KMPUD sewer collection system is broken into service areas in the sewer collection system atlas based on residential and commercial developments. Known problem areas are inspected and cleaned when necessary, as part of the overall operation and maintenance activities.

Video inspection of the KMPUD sewer collection system is performed by District staff using KMPUD owned video inspection equipment. One-fifth of the District's collection system is planned to be videoed on an annual basis. Every year, a new (one-fifth) portion of the sewer collection system will be scheduled for video inspection. Therefore a comprehensive inspection of the entire KMPUD sewer collection system will be completed every five years in compliance with the 2022 Order.

4.4 REHABILITATION AND REPLACEMENT PLAN

The KMPUD Capital Improvement Plan is updated regularly as part of the overall operation and maintenance program for the sanitary sewer collection system. The Plan addresses the current sanitary sewer system needs and future needs based on data collected during the course of staff inspections and historical records. The Sewer Master Plan informs the Capital Improvement Plan on priority updates and funding requirements. The Capital Improvement Plan is updated regularly and is prepared by the General Manager, Utility System Staff, and the District Engineer with input from the KMPUD Capital Projects Committee.

4.5 STAFF TRAINING IN SEWER OPERATIONS

KMPUD places a high level of importance on safety and technical training. The District budget includes a training budget to ensure that all Utility Systems Operation staff are properly trained. New staff receive on-the-job training specific to the collection system and maintenance equipment used. Staff also attend outside workshops whenever practical. Grade Certification in Collection System

Maintenance is encouraged as well as self-improvement training through applicable professional organizations and online courses.

All staff is trained on new equipment and facility operation by the contractor or manufacturer. Equipment manuals are reviewed by staff for maintenance and operational parameters.

The District provides much of the required safety training through outside training workshops. Staff receives training in confined space entry, hazardous materials management, and First Aid and CPR. Training includes on-line training, formal classroom training, informal “tailgate” training, and hands-on training. Utility Systems Operation staff is also being trained to respond to emergencies and disasters.

Proficiency is required for all job positions and promotions, and training records are maintained to monitor completed classes and schedule additional employee training. KMPUD staff will also be trained on the Spill Emergency Response Plan (SERP) and reporting procedures for spills.

4.6 EQUIPMENT AND REPLACEMENT INVENTORIES

KMPUD maintains an inventory of old and new (Pamtube) manholes. Manhole replacements are primarily completed by KMPUD staff. Replacement of underground pipelines is typically contracted out to licensed contractors who have the equipment, materials, and staff to complete the work. The District has permanent generators available for emergency use that are kept in a ready-state in case of emergency.

5.0 ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS

This element of the SSMP details the design and performance provisions for construction and maintenance of sewer collection system infrastructure within the KMPUD service area. The District has adopted Design Standards (plans and specifications) to ensure that sanitary sewer lines and connections are properly designed and constructed. The purpose of the Design Standards is to provide minimum standards for the design, location, types, and uses of materials, the preparation of plans for construction, repair, or alteration of District facilities, and to provide sufficient basis for plan checking and inspection of facilities by District staff.

5.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Design and Performance Provisions element of the SSMP are below. The Plan must include the following items as appropriate and applicable to the District’s system:

- a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements), the procedures must include component-specific evaluation of the design criteria.
- b) Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances. Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 DESIGN AND CONSTRUCTION STANDARDS

Installation of all new sanitary sewer systems, pump stations, manholes, wet wells, clean-outs, service laterals, and other appurtenances, as well as rehabilitation and repair of existing sanitary sewer systems, must adhere to the latest KMPUD Design Standards. The KMPUD Design Standards are available at the KMPUD District Office and on the District website. The General Manager and/or Operations Manager reviews plans for construction of new collection system infrastructure. Plan review includes verification that the proposed improvements adhere to the District’s Design Standards.

5.3 INSPECTION STANDARDS

District staff or contract inspectors inspect all new (sewer) construction, repairs, and rehabilitation work within the KMPUD service area. Inspection staff verifies that construction meets District standards and requirements. All new and rehabilitated sewers are cleaned, pressure tested, and CCTV inspected before acceptance. Plastic pipe is also mandrel-tested to identify deflection defects. The District requires that all new and rehabilitated sewers be warranted for a period of one (1) year after acceptance by the District. Prior to the expiration of the warranty period, these facilities are visually inspected, CCTV inspected as required, and maintenance records are reviewed to ensure that the facilities are functioning properly.

6.0 ELEMENT 6 – SPILL EMERGENCY RESPONSE PROGRAM

This element of the SSMP details the District’s Spill Emergency Response Program (SERP). The District’s existing plans and practices are in place and will be modified and incorporated into this document to meet the new requirements.

6.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Spill Emergency Response Plan element of the SSMP are below. The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring, and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.”

6.1.1 Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

Category 1 Spill

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

The Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of the General Order.

Category 2 Spill

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3 Spill

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 Spill

A Category 4 spill is a spill of **less than 50 gallons**, from or caused by a sanitary sewer system regulated under this General Order that **does not discharge to a surface water**.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

6.2 SPILL EMERGENCY RESPONSE PLAN DISCUSSION

The SERP is summarized below. The SERP addresses several issues such as spill notification, response, detection, mitigation, clean up, investigation, documentation, and reporting.

6.3 SPILL NOTIFICATION

The SERP covers spill detection including the procedures for dispatching the first responders to the site of a potential spill. The District receives telephone calls at one main telephone number (209) 258-4444 during business hours. The District publishes this number in the local directories and on the KMPUD web site. During non-business hours (evenings, weekends, and holidays) an emergency contact phone number is listed (209) 296-8668 which connects callers to the on-call utility systems operator.

If District staff members observe a spill during the course of their regular activities, they are instructed to notify the District Office and begin responding to the situation immediately, if applicable. The utility system operators are on-call on a rotational basis, which provides a First Responder twenty-four (24) hours per day, seven (7) days per week and are aware of areas that may have the highest risk of blockage or spill.

6.4 SPILL RESPONSE

The on-call utility system operator becomes the spill First Responder and is responsible for mitigation, calling for additional support staff and equipment, documentation, initial reporting, and follow-up. The District's policy is to respond to all spills from the collection & conveyance system within the KMPUD service area boundary and to take all steps possible to prevent the spills from reaching the storm drains, roadside ditches, flood control channels, swales, or waters of the State.

During regular business hours, District administrative staff notifies operations staff and operations staff is dispatched to respond to a potential spill. The District response to a spill during business hours is immediate from receipt of a call. Standby operations staff will respond to potential spills during non-business hours. The District's goal for response during non-business hours is 45 minutes from receipt of the call, until the first responder is on-site. Element 2 further addresses the organizational structure of the District and details the lines of authority along with the responsibilities of District personnel during an emergency.

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water, or an overflowing manhole, the following steps shall be taken to verify the report and ensure public safety:

- District staff obtains any description of the problem and the name, address, and phone number of the caller for follow-up information.
- Operations staff proceeds to the location to verify report and the KMPUD Spill Response Report is initiated.
- Operations staff shall request appropriate support to assist in response mitigation. Operations staff will keep administrative staff informed of progress, as necessary.

- The First Responder shall notify the General Manager and/or other District representatives, as necessary.
- The General Manager, or his/her designee, will notify all appropriate public or regulatory agencies as required by the severity of the spill.
- Upon mitigation, containment, and clean-up of the spill, the General Manager, or his designee, will use information entered in the KMPUD Spill Response Report to complete the final spill report(s) to the SWRCB California Integrated Water Quality System (CIWQS) database, the RWQCB, (Alpine/Amador/El Dorado) County Environmental Health Department, and/or Office of Emergency Services (OES) as needed. The General Manager shall certify all CIWQS spill reports.

KMPUD response procedure indicates that the first priority is to stop the flow or ongoing spill. However, personnel and public safety are of utmost importance. Therefore, traffic control and crowd control measures may initially take precedence over containment or work on the failing infrastructure. Secondary measures include clean-up, monitoring, and posting of warning signs for affected areas.

6.5 SPILL IMPACT MITIGATION

The District maintains several gas-powered and electric powered pumps with sufficient temporary (fire hose) piping for bypass pumping, should the need arise. The District takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters and minimize or correct any adverse impact on the environment resulting from the spill, including such additional monitoring as may be necessary to determine the nature and impact of the discharge. The operations staff will use suitable materials to block entrances to storm-drains and will also vacuum up spills and provide wash-down water where appropriate. The District may use the storm drain system (pipes and roadside ditches) as a containment device if necessary. This would be accomplished by plugging the storm drain outlet downstream of the affected area, washing the area down with water and disinfectant, and then vacuuming the pipe or ditch until clean.

For mitigation purposes, the County Environmental Health Department is available to provide assistance in post-spill monitoring. In the event of a spill which affects an active waterway (drainage course or creek), the Environmental Health Department is notified immediately along with other applicable agencies. The District may then utilize the Environmental Health Department for the service of monitoring water quality post-spill. The District will also provide any necessary support, equipment, or staff as necessary to assist in the water quality monitoring.

6.6 TRAINING

The District has not experienced any large spills since implementation of the SSMP. The District recognizes the value of proper staff training for emergency purposes and intends to conduct annual training on spill mitigation and response procedures.

Sufficient training will include practicing implementation of the Field Guide measures. The District has not established specific responsibilities for utility operations staff, but rather chooses to train all members for all positions, including basic emergency response. Any District management,

administrative, or temporary staff called upon to respond will be required to have been trained to provide necessary support roles.

Additional resources outside District staff (neighboring agency staff, contractors, and other emergency response contacts), which have been identified in the emergency contact list, will be invited to participate in District training activities for spill response.

6.6.1 Field Guide

The District has developed an SERP field guide that provides spill response and operational guidelines. The SERP field guide includes forms, emergency contacts, and detailed response procedures directed at First Responders and/or response support personnel. These guidelines include procedures and forms for use during and after response to a sewer backup. These guidelines also include charts to determine the source of the backup, instructions on filling out appropriate forms, containment procedures, guidelines for estimating spill volume and flow, blockage clearing, posting of warning signs, and area clean up for a spill. The KMPUD Field Guide is included in Appendix B of this SSMP document.

6.6.2 Traffic Control

The SERP field guide includes procedures to address emergency operations such as traffic control, crowd control, and safety procedures during a spill response. District operations staff has basic traffic control equipment, including:

- Safety tape and cones
- Barricades
- Emergency flashers on vacuum truck

6.7 SANITARY SEWER SPILL REPORTING

The District's policy is to report all spills that occur in the District's service area that originated in the District's system regardless of size and whether or not the spill reaches a surface water.

The District's policy is to track all private lateral sewage spills that District staff responds to for mitigation and/or containment. However, the District is not required to report private lateral spills in the Spill Report submitted to the State.

6.8 SANITARY SEWER SPILL CHAIN OF COMMUNICATION

The District's Authorized Representative in wastewater collection system matters is the General Manager. The General Manager is the authorized individual at this time to certify electronic spill reports submitted via the State-wide database, CIWQS. The Utility Systems Operator(s) are authorized to submit spill reports and to initiate proper regulatory and government agency notifications as required by the nature of the spill. Tables 6-1 through 6-5 summarize the notification, monitoring, and reporting requirements for spills, depending on the spill category.

During business hours office administrative staff notifies operations staff of a sewer spill call and response to the spill is conducted. The General Manager is primarily responsible for reporting spills to the SWRCB, RWQCB, and other applicable agencies as required. Table 6-6 shows contact information for the agencies to be notified under a Category 1 spill.

The spill form documents the time of spill and any corrective actions that took place. The data collected by staff is then entered into the CIWQS system for regulatory compliance.

6.9 SUMMARY OF NOTIFICATION, MONITORING, AND REPORTING REQUIREMENTS

This section summarizes the notification, monitoring, and reporting requirements for the various spill categories. The District is registered with the SWRCB CIWQS electronic sewage spill reporting system and is actively utilizing these procedures. When the District enrolled in the spill Database, a “Collection System Questionnaire” was completed, which contains pertinent information regarding the District’s collection system. The “Collection System Questionnaire” must be updated at least every 12 months according to the SWRCB Monitoring and Reporting Program.

A KMPUD Spill Report will be completed for all reportable spills. The information recorded on an KMPUD Spill Report is to be entered into CIWQS in accordance with the mandated reporting timelines. A copy of the KMPUD Spill Response Report Form is included in Appendix C of this SSMP document. Copies of the KMPUD Spill Response Report Form will be located in the District office in hard-copy and electronic formats.

When there are no spills during the calendar month, the District will provide, within 30 days after the end of each calendar month, a statement through the Online spill Database certifying that there were no spills for the designated month (in accordance with the SWRCB MRP).

At a minimum, the following mandatory information must be provided during notification:

- a) Location of spill by entering GPS coordinates;
- b) Identify that the spill occurred in Region 5b (Central Valley RWQCB);
- c) Identify that the spill occurred in (Alpine/Amador/El Dorado) County;
- d) Whether or not the spill entered a drainage channel and/or surface water;
- e) Whether or not the spill was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
- f) Estimated spill volume in gallons;
- g) Spill source (manhole, cleanout, etc.);
- h) Spill cause (mainline blockage, root intrusion, etc.);
- i) Time of spill notification or discovery;
- j) Estimated First Responder arrival time;
- k) Spill destination;
- l) Estimated spill end time;

m) Spill Certification;

and the following additional information is required for reporting

- n) Estimated spill volume that reached surface water, drainage channel, or not recovered from a storm drain;
- o) Estimated spill amount recovered
- p) Response and corrective action taken;
- q) If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be indicated;
- r) Parameters that samples were analyzed for (if applicable);
- s) Identification of whether or not health warnings were posted;
- t) Whether or not there is an ongoing investigation;
- u) Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the spill and a schedule of major milestones for those steps;
- v) OES control number (if applicable);
- w) Date OES was called (if applicable);
- x) Time OES was called (if applicable);
- y) Identification of whether or not County Health Officers were called;
- z) Date County Health Officer was called (if applicable); and
- aa) Time County Health Officer was called (if applicable).

The District will also record the following information for internal tracking:

- Name and address of reporting party;
- Discussion of clean up and any public notices posted;
- Discussion of measures taken to prevent spills at this location;
- List of other public agencies notified; and
- List of customers/individuals notified.

Potential public notification measures may include temporary signage to indicate pollution of surface water or groundwater due to a spill and notification through media outlets. The General Manager will be the authorized contact person for media notification.

Table 6-1. Category 1 Spills

Category 1 Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District’s knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	<p>Conduct spill-specific monitoring;</p> <p>Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.</p>	<p>Section 2 of Attachment E1</p>
Reporting	<p>Submit Draft Spill Report within three (3) business days of the District’s knowledge of the spill;</p> <p>Submit Certified Spill Report within 15 calendar days of the spill end date;</p> <p>Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and</p> <p>Submit Amended Spill Report within 90 calendar days after the spill end date.</p>	<p>Section 3.1 of Attachment E1</p>

Table 6-2. Category 2 Spills

Category 2 Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District’s knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct spill-specific monitoring	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the District’s knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	Section 3.2 of Attachment E1

Table 6-3. Category 3 Spills

Category 3 Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and • Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	Section 3.3 and 3.5 of Attachment E1

Table 6-4. Category 4 Spills

Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1

Table 6-5. District owned and/or Operated Lateral Spills (no discharge to surface water)

Lateral Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the Enrollee’s knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p><i>Not applicable to a spill of less than 1,000 gallons.</i></p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct visual monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	Sections 3.6, 3.7 and 4.4 of Attachment E1

If a Private Lateral Sewage Discharge is recorded in the spill Database, the District must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the District) should be identified, if known.

SSMP Element 6 – Spill Emergency Response Program



Table 6-6. Outside Agency Contact Information for Spills

Organization	Contact Person	Phone Number
Central Valley Regional Water Quality Control Board – Region 5b (Contact within 24 hours, submit written report within 5 days)	Susan Kelly (CIWQS Database)	(916) 464-4734
County Environmental Health Department (Contact immediately if public contact)	Alpine County: Stacy Olson	(530) 694-2235 x233
	Director Health and Human Services	Fax: (530) 694-2252
	Amador County:	(209) 223-6439
	On Call Operator	Fax: (209) 223-6228
	El Dorado County: On Call Operator	(530) 573-3450 Fax: (530) 542-3364
County Office of Emergency Services (Contact within 24 hours if spill over 1,000 gallons)	Alpine County: Stacy Olson	(530) 694-2235 x233
	Director Health and Human Services	Fax: (530) 694-2252
	Amador County: John Silva	(209) 223-2684
	OES Coordinator	Fax: (209) 223-1609
	El Dorado County: On Call Operator	(530) 621-5655 Fax: (530) 626-8091
County Sheriff's Office	Alpine County: On Call Operator	(530) 694-2231 Fax: (530) 694-2956
	Amador County: John Silva	(209) 223-2684
	OES Coordinator	Fax: (209) 223-1609
	El Dorado County:	(530) 621-5655
	On Call Operator	Fax: (530) 626-8091
Cal-EMA Warning Center (Contact within 24 hours if spill over 1,000 gallons)	N/A	(800) 852-7550
California Department of Fish and Game (Contact within 24 hours if spill may affect fish and/or wildlife)	Kent Smith (Regional Manager)	(916) 358-2900

6.10 RECORD KEEPING

Individual spill records will be maintained by the District for a minimum of five years from the date of the spill. Additional information for use of spill records will be presented in Element 9 – Monitoring, Measurement, and Program Modifications.

7.0 ELEMENT 7 – SEWER PIPE BLOCKAGE CONTROL PROGRAM

This element of the SSMP details the Kirkwood Meadows Public Utility District’s Sewer Pipe Blockage Control Program and other related activities for its wastewater collection system. The major items discussed in this element are as follows:

- Regulatory Requirements
- Public Outreach Program
- Sewer Pipe Blockage (FOG) Disposal Plan
- Legal Authorities
- Grease Removal Devices
- Best Management Practices (BMPs)
- Enforcement Staff
- Problem Areas
- Source Control

7.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Sewer Pipe Blockage Control Program element of the SSMP are provided below.

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee’s service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping, and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;

- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

Each enrollee shall evaluate its service area to determine whether a sewer pipe blockage control program is needed. If an Enrollee determines that a sewer pipe blockage program is not needed, the Enrollee must provide justification for why it is not needed. If sewer pipe blockages are found to be a problem, the Enrollee must prepare and implement a sewer pipe blockage source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of sewer pipe blockages;
- b) A plan and schedule for the disposal of sewer pipe blockages generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of sewer pipe blockages generated within a sanitary sewer system service area;
- c) The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages caused by sewer pipe blockages;
- d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping, and reporting requirements;
- e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the sewer pipe blockage ordinance;
- f) An identification of sanitary sewer system sections subject to sewer pipe blockages and establishment of a cleaning maintenance schedule for each section; and
- g) Development and implementation of source control measures for all sources of sewer pipe blockage discharged to the sanitary sewer system for each section identified in (f) above.

7.2 PUBLIC OUTREACH PROGRAM

The KMPUD Sewer Pipe Blockage Control Program includes a public outreach program intended to inform and educate the District’s customers on topics related to sewer system management and their ability to affect the long-term health and reliability of the sewer collection system. Outreach mechanisms may include newspaper articles, information on the District’s web site, open-house tours of District facilities and equipment, pamphlets mailed to rate payers, and presentations at public workshops.

A record of previous and planned outreach events will be maintained in the Appendix of this document. (Appendix F).

7.3 SEWER PIPE BLOCKAGE DISPOSAL PLAN

The KMPUD wastewater treatment facility is not designed to accept sewer pipe blockages for treatment and/or disposal. Currently, and for the near future, a septage/sewer pipe blockage hauler

must remove sewer pipe blockages from grease interceptors, clogged sewer mains, and the District’s lift station wet wells. Sewer pipe blockages are transported by the septage hauler(s) to an acceptable treatment/disposal facility.

7.4 LEGAL AUTHORITIES

KMPUD has the legal authority necessary to conduct its Sewer Pipe Blockage Control Program, as adopted by KMPUD Regulation Number 620.03 Conditions for Use of Public Sewers. SSMP Element 3 – Legal Authority also addresses this item.

7.5 GREASE REMOVAL DEVICES

The District requires installation and proper maintenance of grease removal devices in food service (and preparation) establishments by adopted ordinance. Sizing and installation of grease traps and grease interceptors shall conform to the current edition of the California Plumbing Code, according to the adopted ordinance. Grease traps or grease interceptors may also be required in non-cooking or cold dairy or frozen foodstuffs establishments and other commercial establishments when they are deemed necessary by the KMPUD for the proper handling of wastes containing fats, oils, or grease.

Grease traps and interceptors must be maintained and pumped out by an independent contractor on a quarterly schedule (or other schedule as deemed appropriate by the KMPUD), and records of the cleaning and maintenance activities shall be made available to the District upon request.

7.6 BEST MANAGEMENT PRACTICES

The District has adopted Best Management Practices (BMPs) for sewer pipe blockage control and handling in accordance with the requirements of the State Order. The BMPs for sewer pipe blockage control include the following:

- Source control
- Sewer pipe blockage removal from privately owned facilities
- Sewer pipe blockage removal from District facilities

Source Control

The source control BMPs are outlined in the District Ordinances and include requirements for installation, inspection, and maintenance of grease traps at commercial/industrial facilities which have the potential to generate sewer pipe blockages. The individual business or property owner is required to operate and maintain sewer pipe blockage control devices which are protective of District sewer collection system infrastructure; else they are subject to fines, penalties, and/or disconnection from the District’s sewer service.

Sewer Pipe Blockage Removal from Privately Owned Facilities

Accumulated sewer pipe blockages in privately owned facilities (collection lines and grease traps) must be removed on an annual basis (minimum) or more frequently as required based on quarterly inspection reports. The owner must contract with a licensed sewer pipe blockage or septage hauler for removal and disposal at an appropriate facility.

Sewer Pipe Blockage Removal from District Facilities

Sewer pipe blockages which are discovered in the District’s collection system during normal maintenance and inspection or as a result of a blockage is cleaned by KMPUD Utility Systems Operations staff. The District utilizes a video inspection and hydro-jetting contractor to clean accumulated sewer pipe blockages from collection system pipes, which breaks up debris for conveyance to the KMPUD wastewater treatment plant headworks. Sewer system blockages which cause a minor back-up and potential overflow are pumped out by a septage hauler (vacuum truck) for removal and disposal at an appropriate facility. KMUPD also owns a hydro-jetter and vacuum truck to be used for maintenance and pipe blockage removal.

Sewer pipe blockages which are conveyed to the KMPUD wastewater treatment plant headworks is removed from the waste stream via the Hycor primary solids screen. Screened solids are dewatered and collected in waste bins for disposal at an appropriate facility. Any residual sewer pipe blockages which collect in the District’s lift station wet wells are cleaned on a routine basis during normal wash down and maintenance. Solids removed from lift stations (including sewer pipe blockages) are de-watered and collected in the waste bins for ultimate disposal at an appropriate facility.

7.7 ENFORCEMENT STAFF

The District has sufficient staff to inspect commercial/industrial waste dischargers’ collection systems and grease interceptor devices, and to enforce the Sewer Pipe Blockage Control Program as required by the 2022 Order. Existing and proposed food preparation facilities and industrial water use facilities are required to install these devices, and all new commercial/industrial facilities are subject to installation of sewer pipe blockage removal devices. The Utility System Operators are qualified Pre-treatment Program Inspectors that will inspect grease removal devices and sewer pipe blockage disposal BMP execution. The operators will inspect all of the sewer pipe blockage removal devices within the District’s service area on a monthly basis. Ad hoc inspections may also be conducted after a sewer pipe blockage problem has been detected. To aid in this type of inspection, a video inspection crew may be utilized to inspect the sewer main in which problems occur in order to help determine which service laterals are causing the problem.

For remodeling, expanding, and construction of new commercial/industrial sites within the KMPUD service area, the District has several stages of review and inspection to ensure that grease removal devices are designed and installed properly. The General Manager and Operations Manager review the design of facilities, and the Utility System Operators inspect the installation of grease removal devices and on-site sewer collection systems.

7.8 PROBLEM AREAS

The District has a list of known problem sewer areas that experience recurring sewer pipe blockage problems. As a result, these areas are inspected and cleaned on a more regular than the rest of the collection system. The District’s mapping and cleaning schedule are discussed in Element 4 – Operation and Maintenance Program.

7.9 SOURCE CONTROL

KMPUD is updating and will be implementing source control measures for sewer pipe blockage sources (sewer pipe blockage dischargers to the collection system) tributary to the problem areas discussed above. Source control measures include the District’s sewer pipe blockage disposal public outreach program, requirements for grease removal devices, inspections, and sewer pipe blockage disposal BMPs.

8.0 ELEMENT 8 – SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

This element of the SSMP details the system evaluation and capacity assurance procedures for the sewer collection system infrastructure within the KMPUD service area.

8.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the System Evaluation and Capacity Assurance Plan element of the SSMP are below. The Plan must include procedures and activities for:

- a) Routine Evaluation and Condition Assessment: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a spill discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from spills that escape from the system) associated with conditions similar to those causing spill events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with spill events. The assessment should prioritize system areas that:
 - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
 - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
 - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- b) Capacity Assessment and Design Criteria: The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:
 - Dry-weather peak flow conditions that cause or contributes to spill events;
 - The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
 - The capacity of key system components; and
 - Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;

- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
 - Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
 - Necessary redundancy in pumping and storage capacities.
- c) **Prioritization of Corrective Actions:** The steps needed to establish a short- and long-term Capital Improvements Plan (CIP) to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding; and
- d) **Capital Improvement Plan:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Attachment D.

8.2 SEWER SYSTEM IMPROVEMENTS

The KMPUD requires that development projects fund expansion of the sewer collection system, treatment, and disposal systems necessary to provide additional capacity to serve the proposed development. The District's wastewater treatment facility includes two flow equalization basins, which provide detention storage capacity for high sewer flow events.

8.3 KMPUD CAPITAL IMPROVEMENTS PLAN

KMPUD performs an annual update of its 5-year A Capital Improvements Plan (CIP). Long-term KMPUD Water and Sewer Master CIP updates are included with water and sewer system master plan updates. The master plan updates and associated CIP will include the necessary system evaluation, capital improvement plan outlays, budget/funding recommendations, and a prioritization of improvements to meet current and future flow projections on a 35-year planning horizon.

8.4 DESIGN CRITERIA

KMPUD has adopted Design Standards as outlined in *Element 5 – Design and Performance Provisions*, which are sufficient to meet the needs of the District.

9.0 ELEMENT 9 – MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This element of the SSMP details the monitoring provisions Kirkwood Meadows Public Utility District will follow to measure the performance of the sanitary sewer collection system and the effectiveness of the SSMP. Where program modifications are necessary, the SSMP will be updated to meet the intent of the 2022 Order.

9.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Monitoring, Measurement, and Program Modifications element of the SSMP are below. The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.

9.2 MONITORING AND MEASUREMENT

If sewer plugging or a spill occurs within the KMPUD service area, the information collected during maintenance or emergency response will be documented and electronically reported to the SWRCB CIWQS database in accordance with the 2022 Order.

The information will also be tracked and used in planning activities, programs, and policies that will help eliminate future spills and their causes. Data tracking may include the following:

- Number of spills or blockages by cause (roots, grease, pipe failure, capacity, pump station failure, etc.)
- Spill volume (gallons)
- Percentage of spill volume recovered (e.g., via vacuum truck) compared to total volume spilled.
- Number (and total volume) of Category 1 spills
- Method of restoration of service (pipe repair, hydro-jetting, replacement, etc.)

9.3 IDENTIFYING TRENDS

The information gathered under Section 9.2 above will be evaluated bi-annually (every two years) according to the program outlined in Element 10 - SSMP Audits. This evaluation will be used to identify and illustrate any trends in the above performance measures and to identify “hot spots” in the District’s collection system which require elevated monitoring and maintenance. This evaluation will be used to make any necessary adjustments to the District’s preventative maintenance program.

9.4 PROGRAM MODIFICATIONS

The District shall update program elements, as appropriate, based on monitoring or performance evaluations. The SSMP and its elements will be updated in accordance with the results of the monitoring and staff recommendations.

10.0 ELEMENT 10 – INTERNAL AUDITS

This element outlines the steps KMPUD will take to conduct audits of the SSMP. This element also identifies requirements for updating the SSMP according to the schedule outlined in the 2022 Order.

10.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the SSMP Program Audits element of the SSMP are as follows:

“The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.”

10.2 SSMP PROGRAM AUDITS

Every three (3) years the General Manager, Operations Manager and Utility Systems Operators will audit the effectiveness of all elements of this SSMP. The audit process will identify findings from prior years’ implementation of the plan and recommend changes to the SSMP in a written report to the General Manager. The audit reports will be made available to the public upon request.

These audit reports will be kept on file and will become part of the Appendix to this SSMP document. Minor changes to the SSMP, such as changes to the operation and maintenance element, contact information changes, and emergency response will be made at the staff level. Significant changes, such as changes to legal authority or updates to ordinances, must be reviewed and approved by the KMPUD Board of Directors.

10.3 SSMP UPDATES

The SSMP must be updated every six (6) years according to Attachment D of the 2022 Order. This update must include any significant program changes. Re-certification by the KMPUD Board of Directors is required when significant updates to the SSMP are made.

11.0 ELEMENT 11 – COMMUNICATION PROGRAM

This element of the SSMP details with the communication and public outreach programs of Kirkwood Meadows Public Utility District for functions related to the SSMP implementation and performance.

11.1 REGULATORY REQUIREMENTS

The summarized requirements from the 2022 Order, Attachment D for the Communication Program element of the SSMP are below. The Plan must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee’s system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

11.2 COMMUNICATION PROGRAM

The KMPUD Board of Directors will consider approval of this SSMP document during a public Board Meeting. The meeting will be publicly noticed and the Draft SSMP will be available for public review prior to the meeting. The public will have the opportunity to comment on the SSMP prior to Board approval.

The final, adopted SSMP document will be available for public viewing at the District Office, and copies of the document (or portions of) will be made upon request, at the regular charge for copies. The final SSMP document will be posted on the District’s web site for viewing by the general public.

Changes to the adopted SSMP suggested by the public at a Board Meeting or in regular communication with District Staff will be incorporated into the SSMP during the program audit process outlined in Element 10 – SSMP Audits.

11.3 TRIBUTARY AND SATELLITE SYSTEMS

The KMPUD sewer collection system does not have any tributary or satellite collection systems which contribute wastewater to District facilities.

APPENDIX A – NAMES AND CONTACT INFORMATION



Appendix A contains the personnel names and contact information for the designated positions/titles listed in Figure 2-1: KMPUD Organization Chart, attributable to the Kirkwood Meadows Public Utility District sewer system facilities.

KMPUD Board of Directors

Board President	Bob Epstein	bepstein@kmpud.com
Board Vice President	Doug Mitarotonda	dmitarotonda@kmpud.com
Secretary:	Peter Dornbrook	pdornbrook@kmpud.com
Treasurer:	John Schroeder	jschroeder@kmpud.com
Assistant Secretary:	Chris Toucher	ctoucher@kmpud.com

KMPUD District Staff

General Manager:	Erik Christeson	echristeson@kmpud.com	209-256-0394
Assistant General Manager:	Rick Ansel	ransel@kmpud.com	775-781-2505
Operations Manager:	Brandi Benson	benson@kmpud.com	916-873-3747
Water/Wastewater Project Manager	Baron Birge	bbirge@kmpud.com	209-304-6889
Chief Plant Operator Wastewater Operations	Derek Dornbrook	ddornbrook@kmpud.com	775-881-8877
Administrative Manager	Tommy Baggett	tbaggett@kmpud.com	925-323-9499

APPENDIX B - KMPUD SSMP FIELD GUIDE

The KMPUD SSMP FIELD GUIDE is a tool used by the KMPUD Utility System Operators during an investigation of a sewer plug or spill within the District service area. This field guide contains the following information for reference and use:

- Spill Emergency Response Procedures
- Traffic Control
- Stop the Spill
- Spill Impact Mitigation
- Spill Documentation
- Reporting Tables for various Spill Categories
- Outside Agency Contact Information for Category 1 Spill
- Spill Categories and Reporting Procedures
- Emergency Contact List
- KMPUD Spill Response Report Forms

Spill Emergency Response Procedures

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water, or an overflowing manhole, the following steps shall be taken to verify the report and ensure public safety:

- Obtain a description of the problem and the name, address, and phone number of the caller for follow-up information.
- Proceed to the location to verify report and initiate the KMPUD Spill Response Report.
- Request appropriate support to assist in response mitigation (additional man- power, equipment, safety/enforcement resources). Emergency Contacts are listed at the end of this Field Guide.
- The First Responder shall notify the General Manager and/or other District representatives, as necessary.
- The General Manager, or his/her designee, will notify all appropriate public or regulatory agencies as required by the severity of the spill (see Element 6 of SSMP Document).

Priority 1: Personnel and Public Safety

Priority 2: Stop the flow or ongoing Spill

Priority 3: Clean-up, monitoring, and post warning signs for affected areas

Priority 4: Investigate and Report (use form)

Traffic and Crowd Control

Follow proper traffic control safety procedures during a spill response including use of:

- Safety tape and cones
- Barricades
- Emergency flashing arrows on hydro-jetting trailer
- District vehicles with roof-mounted emergency (orange) flashers

Stop the Spill

If the spill is large and ongoing, containment may not be possible without first stopping the flow. Steps must be taken to stop the flow of sewage from the collection system. Prior to starting work with any large/powered equipment, call additional staff or emergency contacts for personnel support. Do not work alone. Possible methods (depending on the nature of the failure) may include:

- Utilize gas-powered (trash) pumps and lay-flat hose to bypass affected sewer main. Jump flow from upstream manhole to another manhole downstream of break/plug or to an adjacent branch of the collection system.
- If possible, determine the source of the flow and remove the source (water main break entering sewer system, pump station discharging into a plugged line, surface water entering the collection system, etc.)
- Utilize the District's Vacuum Trailer to temporarily remove sewage from affected collection system.
- Utilize the District's Hydro-Jetter to clear a blocked sewer pipe.
- Contact a commercial septic/vacuum tanker to conduct emergency bypass if anticipated volume is larger than District equipment can handle.

Spill Impact Mitigation

- Take all reasonable steps to contain sewage and prevent sewage discharges to surface waters.
- Utilize suitable (available) materials to block entrances to storm-drains, vacuum up spills, and provide wash-down water where appropriate.
- Use storm drain system (pipes and roadside ditches) as a containment device if necessary.
 - Plug storm drain outlet downstream of the affected area
 - Vacuum pipe or ditch to remove contained sewage
 - Wash the area down with water and disinfectant
 - Vacuum the pipe or ditch (again) until clean

Sanitary Sewer Spill Documentation

Priority 4 in the Spill Response Procedures is to investigate and document the spill. The KMPUD Spill Response Report Form (included in Appendix C of the SSMP) shall be used to document the information.

Spill Categories and Reporting Procedures

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

Category 1 Spill

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume of water; or,
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility. A spill from District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill.

The Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of the General Order.

Category 2 Spill

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3 Spill

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 Spill

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

Tables B-1 through B-5 summarize the notification, monitoring, and reporting requirements for the various spill categories.

Table B-1. Category 1 Spills

Category 1 Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	<p>Conduct spill-specific monitoring;</p> <p>Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters.</p>	<p>Section 2 of Attachment E1</p>
Reporting	<p>Submit Draft Spill Report within three (3) business days of the District's knowledge of the spill;</p> <p>Submit Certified Spill Report within 15 calendar days of the spill end date;</p> <p>Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and</p> <p>Submit Amended Spill Report within 90 calendar days after the spill end date.</p>	<p>Section 3.1 of Attachment E1</p>

Table B-2. Category 2 Spills

Category 2 Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the District’s knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct spill-specific monitoring	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the District’s knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	Section 3.2 of Attachment E1

Table B-3. Category 3 Spills

Category 3 Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and • Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	Section 3.3 and 3.5 of Attachment E1

Table B-4. Category 4 Spills

Spill Requirement	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1

Table B-5. Lateral Spills

Lateral Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the Enrollee’s knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p><i>Not applicable to a spill of less than 1,000 gallons.</i></p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>Section 1 of Attachment E1</p>
Monitoring	Conduct visual monitoring.	Section 2 of Attachment E1
Reporting	<ul style="list-style-type: none"> • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	Sections 3.6, 3.7 and 4.4 of Attachment E1

Table B-6 shows contact information for the agencies to be notified under a Category 1 spill. The spill form documents the time of spill and any corrective actions that took place.

Table B-6. Outside Agency Contact Information for Spills

Organization	Contact Person	Phone Number
Central Valley Regional Water Quality Control Board – Region 5b (Contact within 24 hours, submit written report within 5 days)	Susan Kelly (CIWQS Database)	(916) 464-4734
County Environmental Health Department (Contact immediately if public contact)	Alpine County: Stacy Olson	(530) 694-2235 x233
	Director Health and Human Services	Fax: (530) 694-2252
	Amador County:	(209) 223-6439
	On Call Operator	Fax: (209) 223-6228
	El Dorado County: On Call Operator	(530) 573-3450 Fax: (530) 542-3364
County Office of Emergency Services (Contact within 24 hours if spill over 1,000 gallons)	Alpine County: Stacy Olson	(530) 694-2235 x233
	Director Health and Human Services	Fax: (530) 694-2252
	Amador County: John Silva	(209) 223-2684
	OES Coordinator	Fax: (209) 223-1609
	El Dorado County:	(530) 621-5655
	On Call Operator	Fax: (530) 626-8091
County Sheriff's Office	Alpine County:	(530) 694-2231
	On Call Operator	Fax: (530) 694-2956
	Amador County: John Silva	(209) 223-2684
	OES Coordinator	Fax: (209) 223-1609
	El Dorado County:	(530) 621-5655
	On Call Operator	Fax: (530) 626-8091
Cal-EMA Warning Center (Contact within 24 hours if spill over 1,000 gallons)	N/A	(800) 852-7550
California Department of Fish and Game (Contact within 24 hours if spill may affect fish and/or wildlife)	Kent Smith (Regional Manager)	(916) 358-2900

Emergency Contacts

The following is a priority list of contacts/resources for spill response:

On Call Emergency:	209-296-8668	
	209-258-4444 x104	
Baron Birge, Water/Wastewater Project Manager	209-304-6889	(cell)
Brandi Benson, Operations Manager	916-873-3747	(cell)
Erik Christeson, KMPUD General Manager	209-258-4444 x102	(office)
	209-256-0394	(cell)
Summit Plumbing, Hydro-jetter & Video Contractor	775-267-9987	
Mark Frederick Pump & Supply	209-223-3731	(office)
	209-256-0364	(cell)
Tesco Controls:	916-395-8800	
Aqua Sierra Controls	530-823-3241	
EDCO Enterprises, Vactor & Video Contractor	916-869-7271	

Record Keeping

Individual spill records must be maintained by the District for a minimum of five years from the date of the spill.

APPENDIX C - SPILL RESPONSE FORM



SSMP Appendix C – Spill Response Form

The Kirkwood Meadows Public Utility District Sanitary Sewer Spill Response Report Form is a tool used by the District's Utility System Operators during an investigation of a sewer plug or spill within the District service area. The Spill Response Report Form is also considered a part of the SSMP Field Guide.

Several blank copies of the Spill Response Report Form are included in this Appendix and shall be made available in the SSMP Field Guides contained in the Utility System Operators' vehicles for use during spill response and investigation.

Step-By-Step Spill Response Checklist

- Upon notification of spill location, gather report data on spill type, and volume from reporting party.
- Notify General Manager, Water/Wastewater Project Manager, and Operations Manager.
- Obtain and work from a copy of the SSMP Field Guide.
- Proceed to spill Location.
- Identify type and amount of spill.
- If spill is a category I, spilling into a waterway, must notify CAL OES as soon as possible or 2 hours after report of spill.
- If spill is ongoing notify administrative staff to begin calling customers and request that no water services be used.
- Assign Incident Commander (IC) duties to a staff member. Superintendent, if available, should be IC.
- Assign staff to spill response
- Transport Spill Kit and traffic control tools to spill Location.
- Isolate spill area from public.
- Determine if the blockage is in Manhole or similar feature, or if blockage is in collection line.
- Check upstream Manhole status. If upstream Manhole is backing up, check next upstream Manhole status. Assign staff for response to additional Manholes if needed.
- Contact Summit Septic for assistance if needed. 775-267-9987.
- Traffic control when needed.
- Transport Vac-Truck to site if available and sufficient staff is on-hand to operate.
- Transport Sewer Rods to site if sufficient staff is on-hand to assist.
- Control and stop spill.
- Investigate cause of spill.
- Report spill.
- Fill out KMPUD Spill Response Report Form located in Appendix C of SSMP.
- File Form in Appendix H of SSMP.
- Cleanup.

KMPUD SPILL RESPONSE REPORT FORM

Report I.D. _____

Staff Individual Completing Form: _____ Date: _____

Description of Problem or Call		
Date & Time of First Notification or Discovery	Reported Location of Problem (address, cross street, etc.)	
Nature of Call (spill, odor, etc.)		
Reporting Party / Individual (name)	Phone Number	Address
Spill Response		
First Responder - Name	First Responder Arrival Time & Date	
Location of Problem (address, cross street, etc.)	GPS Coordinates	Region: RWQCB Region 5b County in which spill occurred (circle): El Dorado / Alpine / Amador
Names of all Responders	Arrival Time	Departure Time
Name	Arrival Time	Departure Time
Name	Arrival Time	Departure Time
Name	Arrival Time	Departure Time
Name	Arrival Time	Departure Time
Name	Arrival Time	Departure Time
Time Spill Started and Description of Problem	Sketch	
Cause of Spill (narrative)		

KMPUD SPILL RESPONSE REPORT FORM

Report I.D. _____

Spill Mitigation		
Corrective Steps Taken	Sketch	
Safety Measures Employed		
Time Spill was Contained	Time Spill Ended	Time Clean-Up was Completed
Actions Recommended / Taken to Prevent Future Spills		
Spill Categorization (circle one after completing this section): Category 1 / 2 / 3 / 4 / Private Lateral Spill		
Was there a sewage spill? Y / N	Source of spill (manhole, cleanout, etc.)	
Was the spill / blockage on a privately owned sewer lateral? Y / N		
		If yes; Categorized as a "Private Lateral Spill"
Number of gallons spilled:		If > 1,000 gallons; then "Category 1 Spill"
Did spill enter storm drain pipe or roadside ditch? Y / N		
Was entire spill captured and returned to system? Y / N		If no; then "Category 1 Spill"
Did any portion of spill reach a drainage channel or surface water? Y / N		If yes; then "Category 1 Spill"

KMPUD SPILL RESPONSE REPORT FORM

Report I.D. _____

Page 3 of 3

Number of gallons that reached surface water, or was not recovered from storm drain:			
Destination of spill (parcel, creek name, etc.)			
Water bodies impacted (names)			
Were health warnings posted? Y / N		Posted Locations	
Samples Collected (state N/A if none)			
Description (Sample 1a)	Location & Volume	Delivered to (Lab)	Analyzed for
Description (Sample 1b)	Location & Volume	Delivered to (Lab)	Analyzed for
Description (Sample 2)	Location & Volume	Delivered to (Lab)	Analyzed for
Reporting / Certification			
Included in online monthly Spill Report? Y / N		Date:	
Customers / Individuals Notified (names)			
Category 1 Spills			
Immediate Report to RWQCB: Y / N		Date / Time	Reporting Individual
Report to Cal-EMA: Y / N	Date / Time	Reporting Individual	Control Number
[] Environmental Health Dept: Y / N County	Date / Time	Reporting Individual	
[] OES: Y / N County (if > 1,000 gallons)	Date / Time	Reporting Individual	Control Number
[] Sheriff: Y / N County	Date / Time	Reporting Individual	
Department of Fish & Game: Y / N (if wildlife affected)	Date / Time	Reporting Individual	
Other Agency (specify)	Date / Time	Reporting Individual	
Other Agency (specify)	Date / Time	Reporting Individual	
Other Agency (specify)	Date / Time	Reporting Individual	
Ongoing Investigation? Y / N			

APPENDIX D – KMPUD SEWER REGULATIONS

The following KMPUD sewer regulations are included in this Appendix for reference:

- Schedule of Connection Fees and Services
- Regulation # **620.03** Conditions for Use of Public Sewers
- Regulation # **620.05** Requirements for Constructing Private Gravity Sewer Systems
- Regulation # **620.06** Private Sewers and Connections – Conditions Ordinance # 99-02 Amending Grease Interceptor Maintenance Regulation
- Regulation # **630.01** Extension or Betterment of Facilities
- Regulation # **640.01** Discontinuance of Service

KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

**~ Schedule of Connection Fees and Services ~
Concerning the Provision, Extension, and Continuation of Utility Service to
New Development and Construction Projects**

Water:

Connection Fees:	Residential: \$4,148 / EDU
	Commercial: Estimated EDU ÷ 3-yr. avg. residential EDU.
Meters:	
	3/4" Ally: \$ 520
	1" SRII Commercial \$ 520
	1.5" Omni T2 Commercial \$ 1,070
	2" Omni T2 Commercial: \$ 1,270
MXU Battery Pack (for remote reads):	\$ 250
Thermal Coil Meter Box (with insulation pad & lid):	
	3/4" Meter \$ 2,500
	1.5" Meters: \$ 3,500
	2" Meters: \$ 5,000

Wastewater:

Connection Fees:	\$2,231 / EDU (Members of CFD No. 98-01)
	\$7,227 / EDU (Non-Members of CFD No. 98-01)

Electric:

Connection Fees:	Residential: \$5,691 / EDU			
	Commercial: Estimated EDU ÷ 3-yr. avg. residential EDU.			
Meters:				
		<u>Type</u>	<u>Voltage</u>	
	Single Family:	2S	120/240	\$210
	Multi Family:	12S	120/208	\$260
	Commercial:	9S/16S/36S/45S	120-480	\$640

Propane:

Connection Fees:	Residential: \$ 980 / EDU
	Commercial: Estimated EDU ÷ 3-yr. avg. residential EDU.
Meters:	Residential 3/4" \$ 390
	Commercial \$Varies

Residential Remote Read Index:	\$145
Residential 3/4" Regulator:	\$145

<u>Fire Impact Fee:</u>	Alpine County:	\$0.47 per combustible square foot (incl. decks)
	Amador County:	\$0.81 per combustible square foot (incl. decks)

Drafted: 11/25/85
Enacted: 3/20/85
Modified: 3/25/99
Deleted:

REGULATION NO. 620.03
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
CONDITIONS FOR USE OF PUBLIC SEWERS

A. GENERAL

1. No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water, garbage, or polluted industrial wastes to any sanitary sewer.
2. The owner of any parcel or lot who discharges, or causes to discharge, any storm water, surface water, ground water, or roof runoff into any sanitary sewer of the District shall pay an additional charge to the District in accordance with this paragraph. The amount of the charge shall equal the amount of drainage water, or portion thereof, in cubic feet per month, which is discharged, or caused to be discharged, into the District's sanitary sewer multiplied by the applicable sewer consumption rate for the particular use on the property (i.e., domestic, commercial/Timber Creek Lodge, commercial/Main Lodge, commercial/Inn and Ski Touring Center, or commercial/Whiskey Run Restaurant and Bar, see Regulation No. 610.01). The District Manager shall calculate the amount of drainage water, in cubic feet per month, that is discharged, or caused to be discharged, into the District sanitary sewer from a particular parcel or lot based on the size and slope of the parcel or lot and the roof or roofs, other impervious surfaces, and unimproved land, the amount of precipitation, and generally accepted engineering practices.
3. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:
 - a. Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit.
 - b. Any water or waste which may contain more than 100 parts per million by weight of fat, oil, or gas.
 - c. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
 - d. Any garbage that has not been properly shredded.
 - e. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, or any other solid or viscous substance capable of causing

obstruction to the flow in the sewers, or other interference with the proper operation of the sewer works.

- f. Any waters or wastes having a pH lower than 5.5 or higher than 9.0, or having any other corrosive properties capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
- g. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process or constitute a hazard in the receiving waters of the sewage treatment plant.
- h. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.
- i. Any noxious or malodorous gas or substance capable of creating a public nuisance.

B. GREASE, OIL, AND SAND INTERCEPTORS

1. When in the opinion of the District Engineer, grease, oil, and sand interceptors are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients, the same shall be installed. Grease, oil, and sand interceptors are required for garages, service stations, restaurants and day lodges. These interceptors shall not be required for family dwelling units or structures, unless designated by the District. All interceptors shall be of a type and capacity approved by the District Manager in accordance with the District Design Standards, and shall be constructed as follows:
 - a. They shall be of impervious materials capable of withstanding abrupt and extreme changes in temperature.
 - b. They shall be of substantial construction and watertight.
 - c. They shall be located where readily accessible for cleaning and inspection in a location subject to approval by the District Manager.
 - d. Except for cleaning by the District as provided in subsection B(2), an interceptor shall be maintained by the owner, or occupant of the premises, at his/her expense, in continuously efficient operation at all times.
 - e. A reproducible as-built map shall be filed with the District office within 5 days after completion of construction of an interceptor.
 - f. Interceptor to be so located and constructed as to permit intervening inspection by the District.
2. Interceptors shall be cleaned out by the District on at least a quarterly basis, or more frequently as determined to be necessary by the District Manager, subject to reimbursement of the District's costs by the owner or occupant. The District shall contract with an independent contractor to provide the interceptor cleaning and pump-

out service. The contractor shall bill the District on a per interceptor basis. After each cleaning, the District shall submit a billing to the customer of record for each interceptor requesting payment of the cleaning cost for the customer's interceptor, plus an additional sum not to exceed 10% to cover the District staff time in interceptor inspection and contract administration. The bill shall be due and payable within 30 days. The billing may be collected in the same manner as the regular sewer service charges. Failure to timely pay the billing shall be grounds to terminate water service to the subject premises.

Drafted: 11/25/85
Enacted: 3/20/86
Modified:
Deleted:

REGULATION NO. 620.05
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
REQUIREMENTS FOR CONSTRUCTING PRIVATE GRAVITY SEWER SYSTEMS

A. BUILDING SEWER MATERIALS

The building sewer, beginning two feet (2') from any building or structure, shall be:

- Three inch (3") minimum asbestos cement pipe, class 1500;
- Three inch (3") schedule 40 PVC pipe for single service; or
- Four inch (4") asbestos cement pipe, class 1500 for double service.

ABS is acceptable for each of the above, or an equal grade of vitrified clay pipe or cast iron pipe may be substituted pending previous KMPUD written approval. The size of the one-way cleanout at the property line will be determined by the size of the KMPUD service from the main to the property line.

B. GRADE

Building sewers shall run in practical alignment and at a uniform slope of not less than one-fourth inch ($\frac{1}{4}$ ") per foot toward the point of disposal provided that where it is impractical to obtain one-fourth inch ($\frac{1}{4}$ ") per foot, any such pipe may have a slope of not less than one-eighth inch ($\frac{1}{8}$ ") per foot with prior approval by the District. Any trench over five feet (5') deep will require OSHA approved shoring for inspection of pipe as per California Construction Safety Orders Section.

C. CLEANOUTS

1. A two-way cleanout shall be provided at the beginning of the building sewer and shall not be closer than three feet (3') from any building sewer.
2. A cleanout shall be placed outside of, and adjacent to, the subscribed property line, where practicable.
3. Cleanouts shall be placed in every building sewer at intervals not to exceed one-hundred feet (100') in straight runs.
4. Every change in alignment or grade in excess of forty-five degrees (45°) in a building sewer shall be served by a cleanout, except that no cleanout shall be required for changes

- in direction not to exceed one (1) forty-five degree (45°) change of direction or one (1) forty-five degree (45°) offset, and no ninety degree (90°) elbows shall be permitted.
5. Each cleanout shall be installed so that it opens in a direction opposite to the flow of the soil or waste, or at right angles thereto, and except in the case of "wye" branch and end-of-line cleanouts, vertically above the flow of the pipe.
 6. All cleanouts shall be made accessible by boxes with covers marked "Sewer" exposed approximately two inches (2") above grade. Use Brooks Products, Inc. No. 36 or 1 RD box or equal, marked "Sewer".

D. TESTING OF SERVICE LINE FOR LEAKS

Prior to tying into the KMPUD system, the service line will be filled with water to grade to make sure the service line does not leak. This test is to be verified by the KMPUD inspector.

E. SEWER AND WATER PIPES

1. The bottom of the water piping at all points shall be at least twelve inches (12") above the top of the sewer piping.
2. The water piping shall rest on a solid shelf at least twelve inches (12") above and twelve inches (12") to one side of the common trench.

F. INSPECTION

It shall be the duty of the subscriber, to notify the KMPUD, orally or in writing, that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the persons doing the work to be on the job site with the KMPUD inspector. In no case will work be accepted that cannot be visually checked.

G. INSPECTION REQUIREMENTS

An inspection fee of \$150 for each unit of service is payable at the time of application. Two (2) inspections must be made:

1. Before backfill from the house to the main;
2. After backfill and installation of cleanout boxes and lids.

Inspections are charged at \$20 per trip until finalized. After final inspection, a refund, less charges, will be made. If the first inspection is not requested within eight (8) months from the application date, or if the final inspection is not requested within ninety (90) days from

the date of the first inspection, inspection fees shall be forfeited and water service shall be locked off. Water will not be turned on until final inspection is passed.

INSPECTION WILL BE MADE ON TWENTY-FOUR (24) HOUR NOTICE.
CALL (209) 258-4444

Drafted: 11/25/85

Enacted: 3/20/86

Modified:

Deleted:

REGULATION NO. 620.06
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
PRIVATE SEWERS AND CONNECTIONS - CONDITIONS

A. GENERAL

1. No person without previous written authorization from the District shall uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof.
2. No connection shall be made of any kind to the public sewer without first having obtained a connection permit from the District and having paid inspection and/or connection fee. All connection permits must be obtained prior to construction.

B. FEES

1. The fees for any use not specifically covered shall be fixed and determined by the Board upon findings of the Engineer and/or agent.
2. Any later increase or addition in the use for which the original connection permit has been issued shall require the payment of an additional connection fee based upon the schedule.
3. All connection and inspection fees shall be paid in advance, subject to adjustments as in the foregoing paragraph. Any fee not paid shall be a lien upon the property to which the connection is made. The owner of the connected property shall be personally liable for payment of said fees. Sewer service may be refused to any property which is delinquent in the payment of any fees. In any legal action brought to enforce collection of delinquent fees, the prevailing party shall be entitled to all of its court costs and attorney's fees.
4. The District may require of any person who applies for any connection permit to file a statement or affidavit for the guidance of the Board in ascertaining the amount of the connection fee and the monthly charges, payable by such person under the ordinance.

Each statement or affidavit shall contain such information as may be required by the District. Failure by any person to file such statement or affidavit containing such required information shall constitute a violation of this ordinance and may result in refusal of sewer service to said property. No statement or affidavit shall be conclusive as to the matters therein set forth, nor shall the filing of any statement or affidavit preclude the District from collection from the person responsible for payment (as herein provided) by appropriate action such sum as is actually due and payable for inspection fees, connection fees, and monthly sewer charges under the provisions of this ordinance. Each statement or affidavit, and each of the several items therein contained, shall be subject to verification by the District or its Agent.

ORDINANCE NO. 99-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
AMENDING GREASE INTERCEPTOR MAINTENANCE REGULATION

BE IT ENACTED by the Board of Directors of the Kirkwood Meadows Public Utility District as follows:

SECTION 1. Purpose and Authority. The purposes of this ordinance are to (a) provide for District cleaning of grease interceptors, and (b) impose a surcharge on customers with grease interceptors to finance the District's cleaning and related costs. This ordinance is adopted pursuant to Public Utilities Code sections 16072, 16461 and 16467, Government Code sections 54343, 54344 and 54350, Health and Safety Code section 5471, and other applicable law.

SECTION 2. Regulation Amended. Regulation No. 620.03, subsection B of the Kirkwood Meadows Public Utility District Policies and Regulations is hereby amended to read as follows:

B. GREASE, OIL, AND SAND INTERCEPTORS

1. When in the opinion of the District Engineer, grease, oil and sand interceptors are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients, the same shall be installed. Grease, oil, and sand interceptors are required for garages, and service stations, restaurants and day lodges. These interceptors shall not be required for family dwelling units or structures, unless designated by the District. All interceptors shall be of a type and capacity approved by ~~Agent~~ the District Manager in accordance with the District Design Standards, and shall be constructed as follows:
 - a. They shall be of impervious materials capable of withstanding abrupt and extreme changes in temperature.
 - b. They shall be of substantial construction and watertight.
 - c. They shall be located where readily accessible for cleaning and inspection in a location subject to approval by the District Manager.
 - d. Except for cleaning by the District as provided in subsection B(2), an interceptor shall be maintained by the owner, or occupant of the premises, at his/her expense, in continuously efficient operation at all times.
 - e. A reproducible as-built map shall be filed with the District office within 5 days after completion of construction of an interceptor.
 - f. Interceptor to be so located and constructed as to permit intervening inspection by the District.

2. Interceptors shall be cleaned out by the District on at least a quarterly basis, or more frequently as determined to be necessary by the District Manager, subject to reimbursement of the District's costs by the owner or occupant. The District shall contract with an independent contractor to provide the interceptor cleaning and pump-out service. The contractor shall bill the District on a per interceptor basis. After each cleaning, the District shall submit a billing to the customer of record for each interceptor requesting payment of the cleaning cost for the customer's interceptor, plus an additional sum not to exceed 10% to cover the District staff time in interceptor inspection and contract administration. The bill shall be due and payable within 30 days. The billing may be collected in the same manner as the regular sewer service charges. Failure to timely pay the billing shall be grounds to terminate water service to the subject premises.

SECTION 3. Superseder. This ordinance supersedes any prior inconsistent District ordinance, resolution, policy, regulation or procedure.

SECTION 4. Effective Date. This ordinance shall take effect 30 days after its passage.

SECTION 5. Posting. Within 23 days from the date of passage of this ordinance, the District Clerk shall post a copy of the ordinance in three public places in the District.

PASSED AND ADOPTED by the Board of Directors of the Kirkwood Meadows Public Utility District on the 25th day of March, 1999, by the following vote:

AYES: Dornbrook, Smith, Lacey, Majors, Reuter
NOES: None
ABSTAIN: None
ABSENT: None


President

Attest:


Secretary

Drafted: 11/25/85
Enacted: 3/20/86
Modified: 9/26/96
Deleted:

REGULATION NO. 630.01
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
EXTENSION OR BETTERMENT OF FACILITIES

A. SCOPE OF REGULATION

This Regulation No. 630.01 shall apply when water and/or sewer service is requested for property within the District that does not abut an adequate District water or sewer main or that requires other extension or betterment of District water or sewer facilities, including mains and other distribution and collection improvements, fire hydrants, water storage reservoirs, pumps, pressure reducing stations, lift stations, water wells, new or expansion of existing water or wastewater treatment facilities, or wastewater disposal facilities.

B. EXCEPTIONS

Private water and sewer services which meet all of the criteria listed below as well as variances to these criteria approved by the District's Board of Directors are exempted from the requirement for extension or betterment of facilities.

1. Criteria for private water service:

- a. An extension of facilities to the property would not provide any benefit to other parcels along the same access road or to potential parcels resulting from a division of land,
- b. Betterment is not required to provide a minimum level of service,
- c. There are not more than four (4) parcels (including the subject property) located along the same roadway access which is in need of water service.
- d. The property to be served is located no more than 1,500 feet along a roadway from a six-inch main capable of providing 500 gpm.
- e. The District's responsibility shall end at the meter.

2. Criteria for private sewer service:

- a. An extension of facilities to the property would not provide any benefit to other parcels resulting from a division of land.
- b. System betterment is not required to provide a minimum level of service.
- c. The private sewer line shall be constructed by the property owner in accordance with District standards and shall be inspected by the District.

Subsequent maintenance and repair shall be the responsibility of the property owner.

- d. The District's responsibility shall end where the private line is connected to the cleanout at a public road right-of-way line or sewer easement line.

C. APPLICATION

An extension or betterment of facilities shall be initiated by completing and submitting to the District Manager an application for approval of an extension or betterment of facilities agreement, along with payment of the application fee. The application shall be in a form and content as determined by the Manager, and shall include the date of the application, name, address and telephone number of the property owner or developer; description of property proposed to be served, explanation of the proposed development project, including number and type of connections to be served; and any other information as the Manager may require. The application must be signed by the developer and, if different, the property owner.

D. PROJECT APPROVAL

1. Extension or betterment of facilities applications shall be reviewed by the District's Engineer and Manager. The District shall have no obligation to provide water or sewer service to any new development project subject to this regulation until the District and the developer have entered into an extension or betterment of facilities agreement. The agreement shall be in a form acceptable to the District and shall set forth each party's respective obligations, including: design, financing and construction of the water and sewer system improvements by the developer necessary for the project (including, but not necessarily limited to, mains and other distribution and collection improvements, fire hydrants, water storage reservoirs, pumps, pressure reducing stations, lift stations, water wells, or new expansion of existing water or wastewater treatment facilities, or wastewater disposal facilities); developer payment for District services and consultants provided to the project; dedication and transfer of necessary land and rights of way; performance and maintenance guarantees; District inspection, testing and acceptance of improvements; and other terms and conditions the District finds necessary or appropriate in the public interest. The agreement must be approved by the District Board of Directors. The developer and, if different, the property owner must sign the extension or betterment of facilities agreement.
2. Extension or betterment of facilities agreements and applications shall terminate and become null and void as follows:

- a. An application shall terminate six months after the date of the application, unless an extension or betterment of facilities agreement has been approved and signed by both parties by that date.
- b. An agreement shall terminate twelve months after the date of the District's signature on the agreement, unless construction has been started by that date.
- c. An agreement shall terminate eighteen months after the date construction commenced, unless construction has been completed and accepted by that date.

An applicant, developer or property owner may request an extension of these deadlines by submitting a written request to the Manager prior to the applicable deadline and explaining the reasons for the request. The manager may extend these deadlines for good cause shown by the applicant, developer or property owner.

E. ENVIRONMENTAL DOCUMENTATION

The District may determine that an environmental impact report or other environmental documentation on the proposed extension or betterment is necessary. The applicant shall then either have the necessary documentation prepared by any organization experienced in such activities and acceptable to the District or request the District to prepare the documentation.

F. DESIGN, INSTALLATION AND OWNERSHIP OF EXTENSION OF FACILITIES

The character of the extension or betterment of facilities required to serve any parcel of land shall be determined solely by the District. The applicant may choose to have the facilities designed by the District or the facilities may be designed by a qualified registered civil engineer, who is not a District employee. Design of the facilities shall be in accordance with the District's Minimum Design Standards and Improvement plans and shall be approved by the District's Engineer. The facilities shall be installed in accordance with the approved plans and specifications and the District's Standard Plans and Specifications as they exist at the time of approval.

The applicant must have the facilities installed by the employment of an experienced, competent contractor, licensed to perform such work in the State of California.

All construction materials such as pipe, valves, fittings, concrete, sand, asphalt, etc., shall be supplied by the applicant in accordance with Standard District Specifications. The District reserves the right to construct, with its own personnel or by contract, taps on existing mains, extensions involving complicated connection to, or interference with the District's existing facilities or other unusual facilities. Upon completion, inspection and acceptance by the District, the facilities shall be owned and operated by the District as part of its water and/or sewer systems.

G. SIZING OF FACILITIES

Pipeline sizing shall be in accordance with the following:

1. The District's master planning.
2. If the Districts master planning does not define the size, the normal minimum pipeline size for water shall be six (6) inches and gravity sewer shall be six (6) inches except as provided below.
3. The District Engineer may require larger or allow smaller pipeline sizes, if in his opinion, a larger size is needed or a smaller pipeline size would be appropriate.

H. LOCATION OF FACILITIES

The extension or betterment of facilities shall be located only on land owned by the District in fee or in an exclusive easement granted to the District for water and sewer purposes. The location *is* subject to the Districts approval of alignment, accessibility and safety of the facilities. The facilities may be located in a Public Utility Easement (PUE) if a parcel map or other document acceptable to the District is recorded.

The applicant shall convey or grant to the District without cost such land and/or easements the District determines necessary for the facilities. Land shall be conveyed to the District, free and clear of liens or encumbrances except encumbrances of record that are acceptable to the District, Easements shall be granted in a form mutually satisfactory to the District and the applicant. Wherever possible, pipelines shall be extended to the furthest parcel to be served. The pipeline shall abut all parcels served, except for approved private water/sewer services as defined in Paragraph B of this document. An extension shall include at least 10 feet of pipeline along a boundary of the parcel to be served except in cul-de-sacs, dead-end roadways, or other situations where the District determines that the pipeline may terminate and remote service be provided. The District may require an easement for future extensions.

I. LAND RIGHTS SCHEDULE

The applicant shall provide all land, easements, and rights-of-way to the District as follows:

1. Non-subdivision and minor land divisions – prior to signing improvement plans.
2. Subdivision, offsite – prior to signing improvement plans.
3. Subdivision, onsite prior to recording final map or dedicated by the map.

J. PAYMENT OF COSTS

The applicant shall pay the District's actual costs including, but not limited to: engineering studies, designs, plan review, preparation of environmental impact documents, hearings, review or preparation of improvement plan, construction inspection, as-built drawings, project management, and usual overhead expenses allocated to such work. The applicant shall deposit the District's estimate of engineering review and project administrative costs after the District has signed the agreement and prior to performance of additional work. Prior to improvement plan approval by the District, the balance of the estimated cost of District services is due and payable. The deposit shall be in cash upon completion of the work. If the amount deposited with the District is less than actual cost, the difference shall be paid to the District prior to the commencement of service. Any amount deposited in excess of actual cost will be refunded.

K. INSPECTION AND NOTICE OF COMPLETION

The District Engineering Department shall inspect the construction of all facilities. The District will not accept or provide service through a facility which has not been inspected and accepted by the District Engineer.

L. ACCEPTANCE OF FACILITIES

Upon completion of the construction, final inspection by the District Engineer, submission of as-built drawings acceptable to the District and payment of any outstanding monies due, the project shall be accepted by the District Engineer. The facilities shall be owned, operated, and maintained by the District except as specified in Section M.

M. FIRST YEAR REPAIR RESPONSIBILITIES

For a period of one (1) year from the date of acceptance by title District the property owner shall be responsible for the repair of all defects, leaks, or failure occurring in the facilities, which are, as determined by the District, due to negligence in the manufacture and/or installation of the facilities exclusive of operation of the system by the District or its agents, acts of third party, or acts of God. Failure by the property owner to pay for any of the repairs described above after being billed by the District will result in a lien being placed against the property by the District.

When the facilities serve a subdivision, the applicant or applicant's contractor shall submit a one-year repair surety, a bond (in form acceptable to the District), certificate of deposit, or irrevocable letter or credit, in an amount not less than ten percent (10%) of the construction costs of the facilities.

A bond, certificate of deposit or letter of credit will not be required to be deposited with the District to the extent the applicant or applicant's contractor guarantees repair of the project by providing such surety to the City or County having jurisdiction for the project which satisfies the provisions of this section regarding amount, time, and scope.

N. REQUESTS FOR SERVICE

Applications for service may be accepted and County or City building permit signed upon acceptance of title facilities by the District Engineer when all of the following has been complied with:

1. Signing of the Extension of Facilities Agreement by all parties.
2. Payment of all District costs or estimated costs by the Applicant,
3. Submittal by the applicant or the applicant's contractor of the necessary surety for the construction. The surety to be as described in Section H of this document.

O. REIMBURSEMENT GENERAL

Property owners who extend or reinforce District water and/or sewer facilities may qualify for partial reimbursement of costs from the District and partial reimbursement from later users of the extended facilities as provided in sections S and T.

P. DOCUMENTATION OF PROJECT COSTS

For projects involving District reimbursement or reimbursement by other users, the applicant shall provide the District with copies of all invoices for materials, equipment, and labor for construction of the project marked "paid" and signed by the applicant or his authorized agent or an estimate shall be prepared at the applicant's expense either by the District or by a registered professional engineer establishing the best possible value of the project for accounting warranty, and other purposes.

Q. COSTS REIMBURSED BY THE DISTRICT

Reimbursement of costs to an applicant for extension of facilities required to be larger than facilities needed by the applicant for betterment will be made from the District reimbursement fund.

The following costs for extension or betterment of facilities (excluding costs of acquisition of lands and easement, and cost of temporary facilities) shall be eligible for District reimbursement payment:

1. A portion of the costs for treatment, storage, backup, and pumping facilities, allocated on a proportional use basis, to any capacity of said facilities greater than necessary to meet the ultimate requirements of the applicant's land (applicant's land includes all lands owned by the applicant or lands in which the applicant holds a financial interest which could benefit from the extension of the facilities).
2. The costs of all water and sewer mains eight (8) inch or greater in diameter which are of larger diameter than necessary to serve only applicant's land, less the District's estimate of cost of mains in the same location of the diameter necessary to serve the ultimate requirements of the applicant's land (the minimum size considered to serve the ultimate requirements of the applicant's land shall be six (6) inch diameter).

R. DISTRICT REIMBURSEMENT FUND

There is established in the District a Water and Sewer Capital Connection Reimbursement Fund. Monies collected the prior year are assigned to this fund by March 1 of each year the District credits to this fund a percentage of all the Water and Sewer Capital Connection Fees paid to the District the previous year. These credits are the sole source of income to this fund. Water Capital Connection Fees are used for water related projects. Sewer Capital Connection Fees are used for sewer related projects.

The District Finance Director shall make a recommendation to the Board of Directors each year to adjust the percentage of all water and sewer capital connection fees going into the reimbursement fund based on the previous year's experience.

S. DISTRICT REIMBURSEMENT

A property owner eligible for District reimbursement will receive the total amount of reimbursement due from the District upon the District's acceptance of the facilities providing sufficient funds are not available in the District Reimbursement Fund. Where sufficient funds are available from this fund, the amount in the fund shall be given to the property owner and payments shall be made to the property owner from the fund until the amount due has been paid off. In the case where more than one property owner is eligible for reimbursement, they shall be paid by the District, one at a time, in order of the date they became eligible.

T. REIMBURSEMENT BY OTHER USERS

When an extension of facilities is constructed (other than of a Subdivision) which has the potential to serve other properties or future divisions of the parcel's owner by parties constructing the extension, reimbursement shall be paid by each subsequent party connecting to the facility during a ten-year period beginning on the date of completion of the extension. Each time a new party requests service from the extension, they shall pay a pro-rata share of the original cost of the extension and shall become a participant. As a participant, the new party becomes eligible for future reimbursement along with the original applicants. A new party requesting service from an extension shall also pay any current District Administrative Costs.

Ten participants finance construction of an extension, when the 11th party requests service from the line; he/she would pay 1/11 of the total cost to be reimbursed equally to 10 original participants. The 11th party would also pay the District's current Administrative Costs involved. When the 12th party requests service, he/she would pay 1/12 of the total cost of the line to be equally reimbursed to the previous 11 participants. He or she would also pay the District's current Administrative Costs. Each subsequent party requesting service would be handled in this manner until 10 years has expired or all parties who can benefit from the extension have connected.

In the case where a new party requests to extend the main facility rather than make a service connection to it, no reimbursement shall be required.

The reimbursement due to an applicant or participant shall run with the title ownership of the land and shall be paid to a new owner should the applicant or participant sell the property while reimbursement is due. Each subsequent party desiring connection to the extended facilities during the reimbursement period shall first be required to pay reimbursement to the District and the District shall refund such reimbursement to the original applicant and participants or their successors in interest.

There shall be no reimbursement on extension of facilities constructed to serve subdivisions (a division of land into (5) or more parcels).

In unusual situations, the District may establish an area of service, participate in the cost and establish a local surcharge to be collected prior to establishment of new service to parcels within that area.

Drafted: 7/2/85
Enacted: 7/3/85
Modified: 2/27/97,
& 12/11/97
Deleted:

REGULATION NO. 640.01
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
DISCONTINUANCE OF SERVICE

A. GENERAL

This regulation governs discontinuance by “KMPUD” of water service, sewer service, garbage disposal service and refuse service (collectively referred to herein as “service”) provided to customers of KMPUD. KMPUD may discontinue service on any account for which service charges have remained due and unpaid for 60 days or more after the billing date. KMPUD also may discontinue service under other circumstances, as deemed necessary by the Board of Directors pursuant to KMPUD’s rules and regulations and applicable law. (Reference Policy 640).

B. NOTICE OF PROPOSED DISCONTINUANCE

1. Prohibitions and Limitations Concerning Discontinuance of Residential Service for Nonpayment of Service Charges.

a. KMPUD shall not discontinue residential service for nonpayment of service charges in any of the following situations:

- 1) During pendency of an investigation by KMPUD of a customer dispute or complaint involving the account.
- 2) When KMPUD has granted the customer an extension of the period for payment on the account.
- 3) When a licensed physician and surgeon has certified that discontinuance of service will be life-threatening to the customer, and the customer is financially unable to pay for service within the normal payment period and is willing to enter into an amortization agreement with KMPUD pursuant to section (B)(1)(b) of this regulation with respect to all charges that the customer is unable to pay before the delinquency.

- 4) When a customer is complying with an amortization agreement entered with KMPUD pursuant to section (B)(1)(b) or section (B)(1)(c) and is keeping the account current as charges accrue in each subsequent billing period.
 - b. Upon request, KMPUD shall permit any customer meeting the requirements described above in section (B)(1)(a)(3) of this regulation to amortize, over a period not to exceed 12 months, the unpaid balance of any bill asserted to be beyond the means of the customer to pay within the normal payment period.
 - c. Any residential customer who has initiated a complaint or requested an investigation regarding service or charges within 5 days of receiving the contested bill, or who has, within thirteen (13) days of mailing of the Notice of Delinquency and Proposed Discontinuance of Service described in section (B)(2)(a) made a request for extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal payment period, shall be given an opportunity to have the complaint, investigation, or request reviewed by KMPUD's District Manager. The District Manager's review shall include consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time, not to exceed 12 months.
 - d. Any residential customer whose complaint or request for an investigation regarding service or charges has resulted in any adverse determination by KMPUD's District Manager may appeal the determination to the Board of Directors. Any subsequent appeal of the complaint or dispute to the Board of Directors is not subject to the requirements of this section.
2. Notice Prior to Discontinuance of Residential Service for Nonpayment of Service Charges.
 - a. At least 15 days before any proposed discontinuance of residential service for nonpayment of service charges, KMPUD shall mail a Notice of Delinquent Account and Proposed Discontinuance of Service, in the form described below in section (B)(2)(c), postage pre-paid, to the customer to whom the service is billed.
 - b. In addition to the Notice of Delinquent Account and Proposed Discontinuance of Service required under section (B)(2)(a) KMPUD shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours before discontinuance of service. If contact cannot be made by telephone or in person, KMPUD shall, at least 48

hours before continuance of service, give notice of the proposed termination by personally serving a written Notice of Proposed Discontinuance of Service, containing the information described below in sections (B)(2)(c)(1) through (B)(2)(c)(5), on an adult person residing at the premises of the customer, or by posting the Notice of Proposed Discontinuance of Service in a conspicuous location on those premises.

c. Every Notice of Delinquent Account and Proposed Discontinuance of Service shall include all of the following information:

- 1) The name and address of the customer whose account is delinquent.
- 2) The amount of delinquent service charges on the account.
- 3) The date by which payment, or arrangements for payment, must be made in order to avoid discontinuance of service.
- 4) The procedure by which the customer may obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
- 5) The telephone number of a representative of KMPUD who can provide additional information or make arrangements for payment.
- 6) The procedure by which the customer may initiate a complaint or request an investigation concerning his or her service or charges, unless KMPUD's bill for service already contains a description of that procedure.
- 7) The procedure by which the customer may request amortization of the unpaid service charges.

3. Additional Requirements for Notice Prior to Discontinuance of Residential Service to Multi-Unit Structures, Mobile Home Parks and Farm Labor Camps

- a. Whenever KMPUD furnishes individually metered residential service to a multi-unit structure, mobile home park, or labor camp (as defined in Health & Safety Code section 17008), for which the owner, manager or operator is listed by KMPUD as the customer of record, KMPUD shall make every good faith effort to notify the residential occupants that their service will be discontinued due to the delinquent account, and that they have the right to become KMPUD

customers without being required to pay the amount due on the delinquent account.

- b. KMPUD is not required to make service available to the residential occupants unless each residential occupant, or a representative of all the residential occupants, agrees to the terms and conditions of service and meets all KMPUD rules and regulations and other legal requirements. If one or more of the residential occupants or a representative of the residential occupants are willing and able to assume responsibility for subsequent charges to the account to the satisfaction of KMPUD, or if there is a physical means legally available to KMPUD of selectively terminating service to those residential occupants who have not met KMPUD's rules and regulations and other legal requirements and for whom a representative of the residential occupants is not responsible, KMPUD shall make service available to the residential occupants who have met those requirements or on whose behalf the requirements have been met.
- c. Where KMPUD requires prior service for a specified period of time or some other demonstration of credit worthiness as a condition for establishing credit with KMPUD for purposes of a service account, residence and proof of prompt payment of rent and other credit obligations acceptable to KMPUD for that period of time shall be accepted as a satisfactory equivalent for purposes of service accounts opened under section (B)(3)(b) of this regulation.
- d. Any residential occupant who becomes a customer of KMPUD pursuant to section (B)(3)(b) and whose rental payments include charges for residential service, which charges are not separately stated, may deduct from the rental payment for each payment period all reasonable charges paid to KMPUD for the service during the preceding payment period.
- e. For residential service provided through a master meter to residential occupants in any of the premises described above in section (B)(3)(a), discontinuance of service is subject to the requirements:
 - 1.) The notice described in section (B)(3)(a) shall be given in writing as the Notice of Delinquent Account and Proposed Discontinuance of Service to Multi-Unit Premises, posted on the door of each residential unit on the premises at least 15 days before the proposed discontinuance of service. If it is unreasonable or impractical to post the notice on the door of each residential unit, KMPUD shall post two copies of the notice in each common area and at each point of access to the premises. The notice shall be typed in English and to the extent practical, any other language

that KMPUD determines is primarily spoken by a significant number of the residential occupants at the premises, and shall include all of the following information:

- a.) Measures the residential occupants must take in order to prevent discontinuance of service, or to reestablish service.
- b.) The estimated monthly cost of service to the residential units on the premises.
- c.) The title, address, and telephone number of a representative of KMPUD who can assist the residential occupants in continuing service or reestablishing service.
- d.) The address and telephone number of a legal services project, as defined in Business and Professions Code Section 6213, that has been recommended by the local county bar association.

2.) In addition to the situations described above in Section (B)(1)(a), KMPUD may not discontinue service in the following situations:

- a.) For an indebtedness that the customer of record incurred with, or owes to, another public agency.
- b.) For a delinquent account that related to another property owned, managed or operated by the customer of record.
- c.) When a public health or building official certifies that discontinuance of service would result in a significant threat to the health or safety of the residential occupants or the public.

4. Notice Prior to Discontinuance of Service to MOU – Residential Customers, and to Residential Customers for Reasons Other Than Non Payment

- a.) At least 10 days before any discontinuance of service other than a discontinuance of residential service for nonpayment of service charges, KMPUD shall provide the customer with a written notice specifying the reason for the proposed discontinuance. The notice also shall describe the opportunity and procedures for reviewing the basis for the proposed discontinuance with KMPUD's District Manager, or his or her designee, whose name and telephone number shall be included in the notice.

- b.) KMPUD's District Manager, or his or her designee, shall be authorized to review and resolve any disputes regarding the proposed discontinuance of service.

C. TIMING OF DISCONTINUANCE OF SERVICE

No service to any customer or user shall be discontinued for nonpayment of service charges on any Saturday, Sunday, legal holiday, or at any time during which the business offices of KMPUD are not open to the public.

D. RECONNECTION OF SERVICE

For service that is discontinued under this regulation for nonpayment of service charges, KMPUD will reinstate service after payment of the following amounts:

1. The delinquent charges, plus interest at the legal rate on past due accounts;
2. The monthly charges for the time the service is disconnected until starting date;
3. A reconnection fee of \$50; and
4. The Customer shall also reimburse the District for any additional labor and equipment costs exceeding one (1) hour to discontinue and/or reinstate service resulting from winter weather conditions.

APPENDIX E – DEVELOPMENT PLAN AND SCHEDULE

The current SSMP Development Plan and Schedule including audits and updates, is included in this Appendix for reference.

Sewer System Management Plan & Audit Required Due Dates Transition from General Order 2006-0003-DWQ to Reissued General Order

Search by Waste Discharge Identification (WDID) Number

Enter your Waste Discharge Identification (WDID) number in the search field to retrieve the required Sewer System Management Plan (SSMP) Update and Audit due dates for your system.

Sewer System Management Plan & Subsequent Update Due Dates					
System Name	WDID Number	Original Plan Required Due Date	Required Plan Update Due Date	Required Plan Update Due Date	Required Plan Update Due Date*
Kirkwood Meadows CS	5SSO10975	5/2/2010	5/2/2015	5/2/2020	5/2/2026

Audit Due Dates								
System Name	WDID Number	Original Required Plan Audit Due Date	End of Required 3-Year Audit Period**					
Kirkwood Meadows CS	5SSO10975	5/2/2012	5/2/2014	5/2/2016	5/2/2018	5/2/2020	5/2/2022	5/2/2025

* Per Section 5.5 and Attachment E1, Section 3.11 of the General Order, Plan updates are due within six years after the required due date of the Enrollee's last Plan Update.

** Per Section 5.4 and Attachment E1, Section 3.10 of the General Order, the Audit Report is due within six months after the end of the required 3-year audit period.

APPENDIX F – PUBLIC EDUCATION AND OUTREACH

The KMPUD actively engages in public education and outreach activities within the District service area. Activities are intended to raise awareness among the community for sewer collection system and treatment issues, and how the behavior of community members and visitors can affect the District's systems

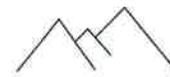
Additional outreach efforts are addressed by the District's monthly newsletter which often includes articles related to spill prevention measures that can be aided by public awareness and participation.

APPENDIX G – AUDIT REPORTS

SSMP Appendix G – Audit Reports

Per the 2022 Order, KMPUD is required to conduct internal audits every three years of the District's SSMP, as detailed in Element 10 – SSMP Audits. Copies of SSMP Program Audit Reports are included in this Appendix in accordance with the regulatory requirements. Included reports (by date) are listed below:

- Self-Audit Report June 2014
- Self-Audit Report July 2016
- Self-Audit Report October 2018
- Self-Audit Report 2020
- Self-Audit Report 2022



Sewer System Management Plan Self-Audit Report

Name of agency	Kirkwood Meadows Public Utility District
Date of audit	06/26/14
Name of auditor	Matthew Wheeler, District Engineer
System Overview	
LF of gravity sewer mains	42,240 LF (8 mi)
LF of force mains	3,250 LF
Total LF of all sewer lines	45,490 LF (8.6 mi)
Number of pump stations	2
Population served	250-6,000
Number of connections	664
Current average monthly single family residential sewer rate	\$55

I. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? (circle one)

YES / NO

2. If you answered NO to question 1, or have made any changes/updates to this element in the SSMP, please describe in detail.

The SSMP has been updated to reflect that it is based off the requirements of SWRCB order number 2006-0003-DWQ and also 2013-0058-EXEC (updated MRP).

II. ORGANIZATION

REFERENCE MATERIAL

- Organization chart
- Phone list

3. Is the SSMP up-to-date with District organization and staffing contact information?

YES / NO

4. If you answered NO to question 3, or have made any changes/updates to this element in the SSMP, please describe in detail.

Appendix A – Names and Contact Information is referenced in this element, and has been updated to current contact information as of June 10, 2014.

III. LEGAL AUTHORITY

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

5. Does the SSMP contain up-to-date information about the District's legal authority?

YES / NO

6. Does the District have sufficient legal authority to control sewer use and maintenance?

YES / NO

7. If you answered NO to questions 5 and/or 6, or have made any changes/updates to this element in the SSMP, please describe in detail.

Appendix D – KMPUD Sewer Regulations is referenced in this element, and Regulation #610.04 has been updated accordingly. Regulation #610.01 has also been included for reference.

IV. OPERATION AND MAINTENANCE PROGRAM

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

- **Summary of information included in mapping system**

8. Does the SSMP contain up-to-date information about the District's maps?

YES / NO

9. Are the District's collection system maps complete, up-to-date, and sufficiently detailed?

YES / NO

10. If you answered NO to questions 8 and/or 9, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

The District currently has basic sewer system maps. The intent is to create a comprehensive sewer collection system atlas that will be available to KMPUD operations staff in electronic format and in bound hard-copy version for use. The maps will be actively updated based on information gathered in the field regarding physical features, condition assessments, and/or maintenance activities.

However, there is currently no set timeline for producing a detailed sewer atlas.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL

- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

- 11. Does the SSMP contain up-to-date information about the District’s resources? YES / NO
- 12. Are the District’s resources and budget sufficient to support effective sewer system management? YES / NO
- 13. Do the District’s planning efforts support long-term goals? YES / NO
- 14. If you answered NO to questions 11, 12, and/or 13, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

c. PRIORITIZED PREVENTATIVE MAINTENANCE

REFERENCE MATERIAL

- Cleaning schedules
- List or map of hotspots
- Work orders
- Service call data
- Customer feedback

Table 1. Annual Blockage Statistics and Preventative Maintenance Activities

	2012	2013	2014	2015	2016
Blockages in the past year	0	0	0		
Blockages due to:					
Roots	0	0	0		
Grease	0	0	0		
Debris	0	0	0		
Other	0	0	0		
Average response time	-	-	-		
Ratio of planned cleaning to unplanned cleaning (LF)	-	-	-		
Number of customer complaints in the last year	0	0	0		
Number of positive customer responses	0	0	0		

- 15. Does the SSMP contain up-to-date information about the District’s preventative maintenance activities? YES / NO
- 16. Considering the information in Tables 1 – 3 (later in the form), are the District’s preventative maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? YES / NO
- 17. If you answered NO to questions 15 and/or 16, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL

- Inspection reports
- Infiltration and Inflow (I/I) monitoring studies and reports
- Pipe and manhole condition data

18. Does the SSMP contain up-to-date information about the District's inspections and condition assessment?

YES / NO

19. Are the District's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?

YES / NO

20. If you answered NO to questions 18 and/or 19, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

Capital Improvement Plan includes I/I investigation and repairs for short term (5-year) outlay.

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL

- Funds spent on equipment and materials
- Equipment and parts inventory

21. Does the SSMP contain up-to-date information about equipment and replacement inventories?

YES / NO

22. Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?

YES / NO

23. If you answered NO to questions 21 and/or 22, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

Section 4.6 has been updated to include information about the District's spare parts for pump stations, and temporary bypass equipment.

f. TRAINING

REFERENCE MATERIAL

- Employee training records

24. Does the SSMP contain up-to-date information about the District's training expectations and programs?

YES / NO

25. Do supervisors believe that their staff is sufficiently trained?

YES / NO

26. Are staff satisfied with the training opportunities and support offered to them?

YES / NO

27. If you answered NO to questions 24, 25, and/or 26, or have made any changes/updates to this subsection in the SSMP, please describe in detail.

V. DESIGN AND PERFORMANCE PROVISIONS

REFERENCE MATERIAL

- Design and construction standards
- Ordinances

28. Does the SSMP contain up-to-date information about the District's design and construction standards?

YES / NO

29. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?

YES / NO

30. If you answered NO to questions 28 and/or 29, or have made any changes/updates to this element in the SSMP, please describe in detail.

The 1990 standards to which the District is currently adhering are incomplete and outdated. The District is considering an update to Design and Construction Standards during the 2014-2015 fiscal year.

VI. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- Data submitted to CIWQS
- Service call data

Table 2. Annual SSO Statistics

	2012	2013	2014	2015	2016
Number of dry weather SSOs	0	0	2		
Number of wet weather SSOs	0	0	0		
Total number of SSOs	0	0	2		
Category 1 SSOs	0	0	1		
Category 2 SSOs	0	0	0		
Category 3 SSOs	0	0	0		
Private Lateral SSOs	0	0	1		
Total volume of SSOs	0	0	170		
Total volume recovered	0	0	20		
Net volume of SSOs (total minus recovered)	0	0	150		
SSOs caused by:					
Roots	0	0	0		
Grease	0	0	0		
Debris	0	0	0		
Pipe failure	0	0	0		
Pump station failure	0	0	2		
Capacity-limited pipe segment (no debris)	0	0	0		
Other	0	0	0		
Number of locations with more than one SSO in the past year	0	0	0		
Average response time – during business hours	-	-	0 min		
Average response time - after business hours	-	-	30 min		

31. Does the SSMP contain an up-to-date version of the District's Overflow Emergency Response Plan?

YES / NO

32. Considering the information in Table 2, is the Overflow Emergency Response Plan effective in handling SSOs?

YES / NO

33. If you answered NO to questions 31 and/or 32, or have made any changes/updates to this element in the SSMP, please describe in detail.

Section 6.4 – The District only needs to contact Cal OES, not all other agencies, for Categories 1 SSOs. Section 6.6 – Omit the sentence saying there have been no SSOs since the WDR. Figure 6-1, Table 6-1, and all of Section 6.9 (in regards to SSO categories) have been updated with information from the amendment order 2013-0058-EXEC. Referenced in Element 6, the two Appendices B and C have been updated from the same amendment order. Section 6.10 – Include a sentence stating that Appendix H has been created to hold all SSO records and documentation.

VII. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 3. FOG Control Statistics

	2012	2013	2014	2015	2016
Number of SSOs caused by FOG	0	0	0		
Planned cleaning (LF)	0	0	0		
Unplanned cleaning (LF)	0	0	0		
Ratio of planned to unplanned cleaning (LF)	0	0	0		
Number of FOG inspections completed	0	0	0		

34. Does the SSMP contain up-to-date information about the District's FOG control program?

YES / NO

35. Considering the information in Table 3, is the current FOG program effective in documenting and controlling FOG sources?

YES / NO

36. If you answered NO to questions 34 and/or 35, or have made any changes/updates to this element in the SSMP, please describe in detail.

District staff inspects commercial grease interceptors on a monthly basis, however documentation protocols should be updated and implemented.

VIII. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

REFERENCE MATERIAL

- Capacity assessment reports
- CIP
- SSO data

Table 4. SSOs Caused by Hydraulic Limitations

	2012	2013	2014	2015	2016
Number of SSOs caused by capacity limitations	0	0	0		

37. Does the SSMP contain up-to-date information about the District's capacity assessment?

YES / NO

38. Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

YES / NO

39. If you answered NO to questions 37 and/or 38, or have made any changes/updates to this element in the SSMP, please describe in detail. Includes updated information about the Capital Improvements Plan adopted May 10, 2014.

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

40. Does the SSMP contain up-to-date information about the District's data collection and organization? YES / NO

41. Is the District's data collection and organization sufficient to evaluate the effectiveness of your SSMP? YES / NO

42. If you answered NO to questions 40 and/or 41, or have made any changes/updates to this element in the SSMP, please describe in detail. Section 9.4 – added in sentence to state that all changes/updates to SSMP must be documented and attached to the SSMP. These changes are documented in the SSMP Audit Reports, found in Appendix G.

X. SSMP AUDITS

43. Will a copy of this SSMP Audit be included in the SSMP Document as an appendix? YES / NO

XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- Mailings and mailing lists
- Website
- Other communication records such as newspaper ads, site postings, or other outreach
- Customer feedback

44. Does the SSMP contain up-to-date information about the District's public outreach activities? YES / NO

45. Does the SSMP contain up-to-date information about the District's communications with satellite and tributary agencies? YES / NO

46. Has the District effectively communicated with the public about the SSMP, and addressed feedback? YES / NO

47. If you answered NO to questions 44, 45, and/or 46, or have made any changes/updates to this element in the SSMP, please describe in detail. Section 11.2 – Updated to state the dates of the board meeting for accepting the original SSMP document and for anticipated acceptance of the amended SSMP.

Introduction

This report serves to comply with Order No. 2006-0003, issued by the State Water Resources Control Board in 2006. Order No. 2006-0003, hereinafter referred to as the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR), requires that all public entities that own or operate one or more miles of sewer system comply with the contents of this order. The purpose of the WDR is to ensure that sanitary sewer overflows (SSOs) are mitigated through the implementation of system-wide operation, maintenance, and a Sanitary Sewer Management Plan (SSMP). Included in the details of the SSMP is a necessary self-audit corresponding to the size of the system with a minimum biannual frequency. This report outlines Kirkwood Meadows Public Utility District's (District) SSMP program audit and its corresponding tasks. The SSMP audit shall:

- Evaluate the effectiveness of the current SSMP
- Identify potential weaknesses of the current SSMP
- Determine Improvement opportunities for modifying the current SSMP

WDR Requirements for SSMP Element 10: SSMP Program Audits

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection, including identification of any deficiencies in the SSMP and steps to correct them.

District Compliance Approach – As Stated in the SSMP

The District prepared and adopted an updated SSMP in June, 2014. The updated SSMP expanded and improved the scope of the existing SSMP, which had last been updated in 2008. Section 10.2 of the District's updated SSMP document states that Beginning in June 2014, and every two years thereafter, the District will audit the effectiveness of all elements of the SSMP. The program audit will include a final report reviewing the District's performance and identifying findings. The report will be made available to the public and will be kept on file.

District System Description and Performance

The District maintains approximately 8.6 miles of pipeline. The collection system pipeline consists of 6 and 8 inch diameter pipe constructed of both concrete asbestos and polyvinyl chloride materials. Approximately 1/2 mile of the collection system consists of a force main. Included in the system are two pump stations.

In the last 5 years, the system had two reported SSOs in the California Integrated Water Quality System (CIQWS) as detailed in **Table 1**. The WDR requires that SSO records be kept for the previous 5 years as a minimum.

Table 1: CIQWS Summary of District SSOs June 2014-2016

Number	Date	SSO Category	SSO Description	SSO Vol. Gallons	Volume Recovered Gal.	Volume Reached Surface Water gal.
1	4/14/2014	3	SSO occurred at privately owned pump station due to pump failure.	20	20	0
2	5/30/2014	1	Compressor governing pump controls at East Lift Pump Station failed. High level alarms failed. SSO occurred out of a nearby manhole. Small volume flowed into Kirkwood Creek.	150	140	10

Audit Tasks

The responsibility of this audit has been assigned to District Superintendent of Water and Wastewater Operations, Derek Dornbrook, a 14-year employee of the District, who is directly involved with the daily operations of the collection system. In addition to filling out the attached SSMP Audit Form, the following tasks are associated with the SSMP audits:

1. Review operation and maintenance philosophy/strategy with field staff including preventative maintenance.
2. Conduct interviews of operational staff and staff that respond to SSOs to verify familiarity with the SSMP and SSO response procedures.
3. Review condition assessment/rehabilitation philosophy/strategy. Ensure that there is a condition assessment/rehabilitation plan or strategy.
4. Review the past 2 years of District SSO data and verify if additional corrective action is needed.
5. Record all findings during the audit process on the attached SSMP Audit Form. This form will be the final audit report for the District’s collection system performance and improvement opportunities. This report will be kept on file and made available to the public.

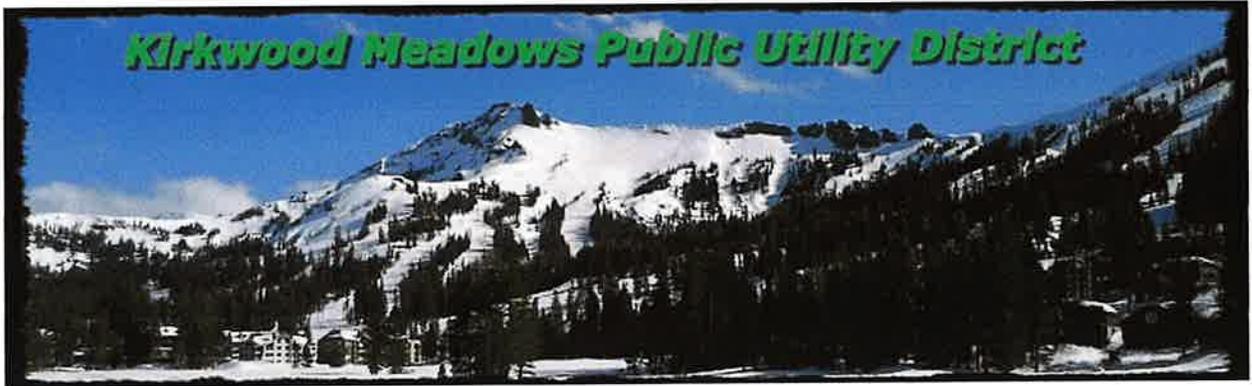
Conclusion

The SSMP has been determined to be functioning successfully and does not need substantial updates for its performance. During the review period, the District experienced no SSOs. Additionally, during the past two years, there have been no SSOs due to collection system insufficiencies or pump station failures.

As a summary of the attached SSMP Audit Form, the following improvement opportunities were identified in **Table 2** below.

Table 2: 2016 SSMP Audit Improvement Opportunities

SSMP Section	Improvement Opportunity	Target Date
Element 4. Operation and Maintenance Program. Maps	Map updates and a comprehensive atlas.	
Element 4. Operation and Maintenance Program. Training	CWEA Collection System Specialist certifications for operators.	
Element 5. Design and Performance Provisions.	Design and Construction Standards update	



ATTACHMENT 1

SSMP AUDIT FORM

(ADAPTED FROM FORMAT DEVELOPED BY BAY AREA CLEAN WATER AGENCIES)

Table 3: Description of Sewer System Maintained by Kirkwood Meadows Public Utility District

Name of agency	Kirkwood Meadows Public Utility District
Date of audit	5/20/2016
Name of auditor	Derek Dornbrook, District Superintendent
System Overview	
LF of gravity sewer mains	42,240 LF (8 mi)
LF of force mains	3,250 LF
Total LF of all sewer lines	45,490 LF (8.6 mi)
Number of pump stations	2
Population served	250-6,000
Number of connections	664
Current average monthly single family sewer rate	\$55

Audit Report – Elements 1-11

Element 1. Goals.

- Are the goals stated in the SSMP still appropriate and accurate?

Audit Findings

Yes, the goals stated in the SSMP have not changed and are still appropriate and accurate. The SSMP supplements and supports the District’s existing operation and maintenance programs and SSMP goals by providing high-level, consolidated guidelines and procedures for all aspects of the District’s sewer system management

Element 2. Organization

- Is the SSMP up-to-date with District organization and staffing contact information?

Audit Findings

Yes, the SSMP contains up-to-date versions of the Organizational Chart, Implementation and SSO Response Plan and the SSO Reporting Chain of Communications. Names and contact information are included in this element and have been updated to current contact information as of May 19, 2016.

Element 3. Legal Authority

Reference Material

Ordinances

Enforcement Actions

- Does the SSMP contain up-to-date information about your agency's legal authority?
- Does your agency have sufficient legal authority to control sewer use and maintenance?

Audit Findings

Yes, KMPUD Sewer Regulations are referenced in this element, and Regulation #610.04 has been updated accordingly. Regulation #610.01 has also been included for reference. All regulations, rates, connection fees, and ordinances can be referenced in Appendix D of the SSMP.

Element 4. Operations and Maintenance Program

A. Collection System Maps

Reference Material

Summary of information included in mapping system

- Does the SSMP contain up-to-date information about the District's maps?

- Are the District's collection system maps complete, up-to-date, and sufficiently detailed?

Audit Findings

Yes, the District currently has basic sewer system maps. However, the District's collection system maps are not complete, up-to-date, and sufficiently detailed. The intent is to create a comprehensive sewer collection system atlas that will be available to KMPUD operations staff in electronic format and in bound hard-copy version for use. The maps will be actively updated based on information gathered in the field regarding physical features, conditions assessments, and/or maintenance activities.

B. Resources and Budget

Reference Material

Current Capital Improvement Plan (CIP)

Current Operating budget

Wastewater Collection System Repairs and Maintenance 5-Year plan

- Does the SSMP contain up-to-date information about the District's resources?
- Are the District's resources and budget sufficient to support effective sewer system management?
- Do the District's planning efforts support long-term goals?

Audit Findings

Yes, the above cited reference materials contain up-to-date information about District resources, budget, and long-term goals. Significant improvements to the District's collection system are detailed in the 5-year plan.

C. Prioritized Preventative Maintenance

Reference Material

Cleaning schedules

Work Orders

Service call data

Inspection reports.

Infiltration and inflow (I/I) monitoring studies and reports

Pipe and manhole condition data

Table 4. Annual Blockage Statistics and Preventative Maintenance Activities

	2013	2014	2015	2016	2017
Blockages in the past year	0	0	0	0	
Blockages due to:					
Roots	0	0	0	0	
Grease	0	0	0	0	
Debris	0	0	0	0	
Other	0	0	0	0	
Average response time	N/A	N/A	N/A	N/A	
Ratio of planned cleaning to unplanned cleaning (LF)	N/A	N/A	N/A	N/A	
Number of customer complaints in last year	0	0	0	0	
Number of positive customer responses	0	0	0	0	

- Does the SSMP contain up-to-date information about your agency’s preventative maintenance activities?
- Considering the information in Tables 4-6 (later in the form) are the District’s preventative maintenance activities sufficient in reducing and preventing SSOs and blockages?
- Are the District’s preventative maintenance activities sufficient and effective in reducing and preventing SSO’s?
- Does the SSMP contain up-to-date information about the District’s inspections and condition assessment
- Are the District’s scheduled inspections and condition assessments effective in locating, identifying, and addressing deficiencies?

Audit Findings

Yes, the SSMP contains up-to-date information about the District’s maintenance and inspection activities that remain sufficient and effective in reducing and preventing SSOs. The District’s preventative maintenance activities have been exceptional in reducing and preventing SSOs and blockages as there have been no SSO incidents during the audit review period. Additionally, pump station alarm systems have been improved in response to a SSO in 2014 and all alarms systems are routinely inspected and tested. Improved documentation regarding FOG inspections has been implemented in addition to formalized documentation of said inspections and have served to prevent SSOs due to FOG and foster an improved relationship between the District and all Food Service Establishments (FSEs).

Video inspection of the District's sewer collection system is performed by an outside contractor on behalf of the District. Beginning in FY 2016-2017, one fifth of the District's collection system is planned to be videoed and hydro-jetted on an annual basis. Every year, a new (one-fifth) portion of the sewer collection system will be scheduled for video inspection and hydro-jetting. Based on these schedule maintenance activities, the entire District sewer collection system will be videoed and hydro-jetted every five years in compliance with the WDRs.

D. Equipment and Replacement Inventory

Reference Material

**Funds spent on equipment and materials
Equipment and parts inventory**

- Does the SSMP contain up-to-date information about equipment and replacement inventories?
- Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?

Audit Findings

Yes, the District maintains spare parts for pump stations in the event of failure, including rebuild kits and level indicators. The District also has temporary bypass pumps available to respond to line blockage. Additionally, the District either has permanent generators or portable backup generators available for emergency use that are kept in a ready-state in case of emergency.

E. Training

Reference Material

**Employee training records
Interviews with staff**

- Does the SSMP contain up-to-date information about your agency's training expectations and programs?
- Do supervisors believe that their staff is sufficiently trained?
- Are staff satisfied with the training opportunities and support offered?

Audit Findings

Yes, the District places a high level of importance on safety and technical training. The District budget includes a training budget to ensure that all Utility Systems Operations staff is properly trained. New staff receive on-the-job training specific to the collection system and maintenance equipment used.

Staff also attends outside workshops whenever practical. Opportunity for audit improvement exists in Collection System Grade Certification which is offered by the California Water Environment Association (CWEA). All operations staff is encouraged and will be given support to obtain these certifications.

Element 5. Design and Performance Provisions

Reference Material

Design and construction standards

Ordinances

- Does the SSMP contain up-to-date information about the District's design and construction standards?
- Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?

Audit Findings

Yes, the SSMP contains up-to-date information about design and construction standards. The design and construction standards and the standards for inspection and testing of new and rehabilitated facilities are sufficiently comprehensive and up-to-date. The District has adopted Design Standards (plans and specifications) to ensure that sanitary sewer lines and connections are properly designed and constructed. The General Manager and/or District Engineer reviews plans for construction of new collection system infrastructure. Plan review includes verification that the proposed improvements adhere to the District's Design Standards. The KMPUD Design Standards are available at the KMPUD District Office for purchase.

The District is considering an update to Design and Construction Standards which represents an audit improvement opportunity.

Element 6. Regulatory Requirements

Reference Material

Data submitted to CIQWS

Service call data

Table 5. Annual SSO Statistic

	2013	2014	2015	2016	2017
Number of dry weather SSOs	0	2	0	0	
Number of wet weather SSOs	0	0	0	0	
Total number of SSOs	0	2	0	0	
Category 1 SSOs	0	1	0	0	
Category 2 SSOs	0	0	0	0	
Category 3 SSOs	0	0	0	0	
Private Lateral SSOs	0	1	0	0	
Total volume of SSOs	0	170	0	0	
Total volume recovered	0	20	0	0	
Net volume of SSOs (total minus recovered)	0	150	0	0	
SSOs caused by:					
Roots	0	0	0	0	
Grease	0	0	0	0	
Debris	0	0	0	0	
Pipe failure	0	0	0	0	
Pump station failure	0	2	0	0	
Capacity-limited pipe segment (no debris)	0	0	0	0	
Other	0	0	0	0	
Number of locations with more than one SSO in the past year	0	0	0	0	
Average response time-during business hours	n/a	0	n/a	n/a	
Average response time-after business hours	n/a	30	n/a	n/a	

- Does the SSMP contain an up-to-date version of the District's Overflow Emergency Response Plan

- Considering the information in Table 5, is the Overflow Emergency Response Plan effective in handling SSOs?

Audit findings

Yes, the SSMP contains an up-to-date version of the District’s Overflow Emergency Response Plan and this plan has been very effective in handling SSOs. The District has experienced no SSOs since 2014.

Element 7. Fats, Oils, and Grease (FOG) Control Plan

Reference Material

- Restaurant inspection reports
- Data submitted to CIQWS
- Service call data

Table 6. FOG Control Statistics

	2013	2014	2015	2016	2017
Number of SSOs caused by FOG	0	0	0	0	
Planned cleaning (LF)	0	0	0	0	
Unplanned cleaning (LF)	0	0	0	0	
Ratio of planned to unplanned cleaning (LF)	0	0	0	0	
Number of FOG inspections completed	0	0	12	12	

- Does the SSMP contain up-to-date information about the District’s FOG control program?
- Considering the information in Table 6, is the current FOG program effective in documenting and controlling FOG sources?

Audit Findings

Yes, the SSMP contains up-to-date information about the District’s FOG control program and this program is effective in documenting and controlling FOG sources. Documentation protocols were updated upon recommendation of the 2014 Audit Report and a highly formalized program has been instituted, wherein District staff works in cooperation with FSEs to ensure effective FOG control to prevent SSOs. District staff inspects all of the FOG removal devices within the District’s service area on a monthly basis and documents all inspections and defects of FOG removal devices.

Element 8. System Evaluation and Capacity Assurance Plan

Reference Material

Capacity assessment reports

Capital improvement plan

SSO Data

Table 7. SSOs Caused by Hydraulic Limitations

	2013	2014	2015	2016	2017
Number of SSOs caused by capacity limitations	0	0	0	0	

- Does the SSMP contain up-to-date information about the District's capacity assessment?
- Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

Audit Findings

Yes, a Capital Improvements Plan (CIP) for the District was adopted on May 10, 2014 by the District Board of Directors. The KMPUD Water and Sewer Master CIP includes in the budget dedicated funds for the next 6 years to identify and mitigate infiltration and inflow. Additionally, the District has adopted Design Standards as outlined in Element 5 which are sufficient to meet the needs of the District.

Element 9. Monitoring, Measurement, and Program Modifications

- Does the SSMP contain up-to-date information about the District's data collection and organization?
- Is the District's data collection and organization sufficient to evaluate the effectiveness of your SSMP?

Audit Findings

Yes, the SSMP contains up-to-date information of data collection and organization that is sufficient to evaluate the effectiveness of the SSMP. Review of the SSO occurrences from the past two years supports that the SSMP is successful in maintaining minimal SSOs.

Element 10. SSMP Audits

- Discuss the effectiveness of this audit format and provide any suggestions for changes.
- Will a copy of this SSMP Audit be included in the SSMP document as an appendix?

Audit Findings

This 2016 SSMP Audit was conducted in a similar format to the 2014 Audit but with formatting changes required by the SWRCB which included narratives for Audit Findings replacing a simple Yes/No checklist. The current format was found to be effective in that it required a more thorough examination of the SSMP and included increased participation from operations staff. The effectiveness of the District's SSMP is evidenced by the absence of any SSOs or related incidents during the review period. A copy of this SSMP Audit will be included in the SSMP document as an appendix and will serve as a template for future Audits.

Element 11. Communication Program

Reference Material

Mailings and mailing list

Website

Other communication records such as newspaper ads, site postings, or other outreach

Customer feedback

- Does the SSMP contain up-to-date information about the District's public outreach activities?
- Does the SSMP contain up-to-date information about the District's communications with satellite and tributary agencies?
- Has the District effectively communicated with the public about the SSMP, and addressed feedback?

Audit Findings

Yes, the SSMP document is available for public viewing at the District Office, and copies of the document (or portions of) are available upon request, at the regular charge for copies. The final SSMP document is posted on the District's web site for viewing by the general public. The 2016 Audit Review will also be available by all aforementioned means. The District's sewer collection system does not have any tributary or satellite collection systems which contribute wastewater to District facilities. The District constantly strives to communicate with the public about the SSMP and addresses all feedback through public hearings or the District web site.



KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
SEWER SYSTEM MANAGEMENT PLAN 2020 AUDIT REPORT

Developed in compliance with Waste Discharge Requirement Water Quality Order No. 2006-003

This SSMP Audit Report was approved and adopted by the KMPUD Board of Directors during a public Board Meeting on

Audit Report Prepared By:

 6/4/21

Derek Dornbrook

Date

Supervisor Water/Wastewater Operations

Approved By:

 6/10/2021

Eric Richert

Date

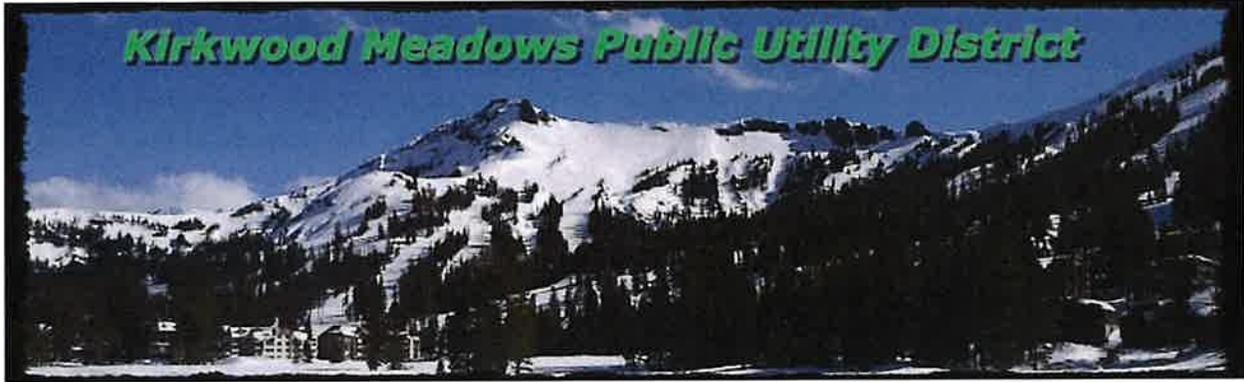
KMPUD Board President

 6/11/2021

Erik M. Christeson

Date

KMPUD General Manager



KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
SEWER SYSTEM MANAGEMENT PLAN 2020 AUDIT REPORT

Developed in compliance with Waste Discharge Requirement Water Quality Order No. 2006-003

This SSMP Audit Report was approved and adopted by the KMPUD Board of Directors during a public Board Meeting on

Audit Report Prepared By:

Derek Dornbrook
Supervisor Water/Wastewater Operations

Date

Approved By:

Eric Richert
KMPUD Board President

Date

Erik M. Christeson
KMPUD General Manager

Date

Table 1: CIQWS Summary of District SSOs January 2015-2020

No.	Date	SSO Category	SSO Description	SSO Vol. Gallons	Volume Recovered Gallons	Volume Reached Surface Water Gallons
1	1/14/18	3	Collection system Manhole overflow due to debris blockage.	900	900	0
2	4/7/18	1	Collection system Manhole overflow due to extreme storm event which overwhelmed Influent Pump Station.	5000	4000	1000
3	8/23/18	3	Collection system Manhole overflow due to debris blockage.	400	400	0
4	8/13/20	3	Collection system Manhole overflow due to debris blockage.	20	20	0

Audit Tasks

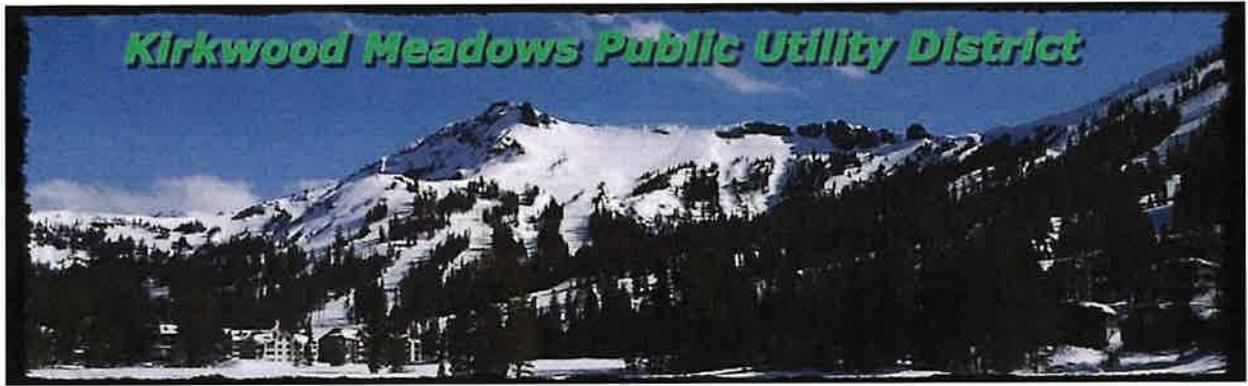
The responsibility of this audit has been assigned to District Supervisor of Water and Wastewater Operations, Derek Dornbrook, an 18-year employee of the District, who is directly involved with the daily operations of the collection system. In addition to completing the attached SSMP Audit Form, the following tasks are associated with the SSMP audits:

1. Review operation and maintenance protocols with field staff including preventative maintenance.
2. Conduct interviews of operational staff and staff that respond to SSOs to verify familiarity with the SSMP and SSO response procedures.
3. Review condition assessment and rehabilitation protocols.
4. Review the past 2 years of District SSO data and determine if additional corrective action is needed.
5. Record all findings during the audit process on the attached SSMP Audit Form. This form will be the final audit report for the District's collection system performance and improvement opportunities. This report will be kept on file and made available to the public.

Conclusion

The SSMP is functioning successfully and does not need substantial updates for adequate performance. Several minor updates will be made to the SSMP which will be detailed in the Audit Report. During the review period, the District experienced 4 SSOs due to collection system blockages or major storm events.

As a summary of the attached SSMP Audit Form, the following improvement opportunities were identified in **Table 2** below.



ATTACHMENT 1

SSMP AUDIT FORM

(ADAPTED FROM FORMAT DEVELOPED BY BAY AREA CLEAN WATER AGENCIES)

Element 3. Legal Authority

Reference Material

Ordinances

Enforcement Actions

- Does the SSMP contain up-to-date information about your agency's legal authority?
- Does your agency have sufficient legal authority to control sewer use and maintenance?

Audit Findings

Yes, KMPUD Sewer Regulations are referenced in this element, and Regulation #610.04 have been updated accordingly. Regulation #610.01 has also been included for reference. All regulations, rates, connection fees, and ordinances can be referenced in Appendix D of the SSMP.

Element 4. Operations and Maintenance Program

A. Collection System Maps

Reference Material

Summary of information included in mapping system

- Does the SSMP contain up-to-date information about the District's maps?
- Are the District's collection system maps complete, up-to-date, and sufficiently detailed?

Audit Findings

Yes, the District currently has basic sewer system maps. However, the District's collection system maps are not complete, up-to-date, and sufficiently detailed. The intent is to create a comprehensive sewer collection system atlas that will be available to KMPUD operations staff in electronic format and in bound hard-copy version for use. The maps will be actively updated based on information gathered in the field regarding physical features, conditions assessments, and/or maintenance activities.

B. Resources and Budget

Reference Material

Current Capital Improvement Plan (CIP)

Current Operating budget

Wastewater Collection System Repairs and Maintenance 5-Year plan

- Does the SSMP contain up-to-date information about the District's resources?
- Are the District's resources and budget sufficient to support effective sewer system management?
- Do the District's planning efforts support long-term goals?

Audit Findings

Yes, the above cited reference materials contain up-to-date information about District resources, and budget. However, the referenced 5-year plan has been augmented with a variety of short-term

workshops whenever practical. Opportunity for audit improvement exists in Collection System Grade Certification which is offered by the California Water Environment Association (CWEA). All operations staff is encouraged and will be given support to obtain these certifications. One operator received the Collections Systems Grade I Certification in 2019.

Element 5. Design and Performance Provisions

Reference Material

Design and construction standards

Ordinances

- Does the SSMP contain up-to-date information about the District's design and construction standards?
- Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?

Audit Findings

Yes, the SSMP contains up-to-date information about design and construction standards. However, the design and construction standards and the standards for inspection and testing of new and rehabilitated facilities are currently being updated and awaiting Board approval. These updated Design Standards (plans and specifications) will ensure that sanitary sewer lines and connections are properly designed and constructed. The General Manager and/or District Engineer reviews plans for construction of new collection system infrastructure which includes verification that the proposed improvements adhere to the District's Design Standards. The current KMPUD Design Standards are available at the KMPUD District Office.

Element 6. Overflow Emergency Response Program

Reference Material

Data submitted to CIQWS

Service call data

Table 5. Annual SSO Statistic

	2016	2017	2018	2019	2020
Number of dry weather SSOs	0	0	2	0	1
Number of wet weather SSOs	0	0	1	0	0
Total number of SSOs	0	0	3	0	1
Category 1 SSOs	0	0	1	0	0
Category 2 SSOs	0	0	0	0	0
Category 3 SSOs	0	0	2	0	1
Private Lateral SSOs	0	0	N/A	0	0
Total volume of SSOs	0	0	6300	0	20
Total volume recovered	0	0	5300	0	20
Net volume of SSOs (total minus recovered)	0	0	1000	0	0
SSOs caused by:					
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Debris	0	0	2	0	1
Pipe failure	0	0	0	0	0
Pump station failure	0	0	0	0	0
Capacity-limited pipe segment (no debris)	0	0	1	0	0
Other	0	0	0	0	0
Number of locations with more than one SSO in the past year	0	0	0	0	0
Average response time-during business hours	N/A	N/A	1/2 hr	N/A	N/A
Average response time-after business hours	N/A	N/A	N/A	N/A	N/A

- Does the SSMP contain an up-to-date version of the District's Overflow Emergency Response Plan
- Considering the information in Table 5, is the Overflow Emergency Response Plan effective in handling SSOs?

Audit findings

Yes, the SSMP contains an up-to-date version of the District's Overflow Emergency Response Plan and this plan has been very effective in handling SSOs. The Response Plan was amended to include a detailed, step-by-step response guide for managers and field operators. Table 6-1: Outside Agency Contact Information was updated on June 30, 2020 and is included in Appendix B-KMPUD SSMP Field Guide.

Element 8. System Evaluation and Capacity Assurance Plan

Reference Material
 Capacity assessment reports
 Capital improvement plan
 SSO Data

Table 7. SSOs Caused by Hydraulic Limitations

	2016	2017	2018	2019	2020
Number of SSOs caused by capacity limitations	0	0	1	0	0

- Does the SSMP contain up-to-date information about the District’s capacity assessment?
- Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

Audit Findings

Yes, a Capital Improvements Plan (CIP) for the District was adopted on May 10, 2014 by the District. The KMPUD Water and Sewer Master CIP includes in the budget dedicated funds for the next 4 years to identify and mitigate infiltration and inflow. Additionally, the District has adopted Design Standards as outlined in Element 5 which are sufficient to meet the needs of the District.

Element 9. Monitoring, Measurement, and Program Modifications

- Does the SSMP contain up-to-date information about the District’s data collection and organization?
- Is the District’s data collection and organization sufficient to evaluate the effectiveness of your SSMP?

Audit Findings

Yes, the SSMP contains up-to-date information of data collection and organization that is sufficient to evaluate the effectiveness of the SSMP. Review of the SSO occurrences from the past two years supports that the SSMP is successful in maintaining minimal SSOs.



**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.

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 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

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.

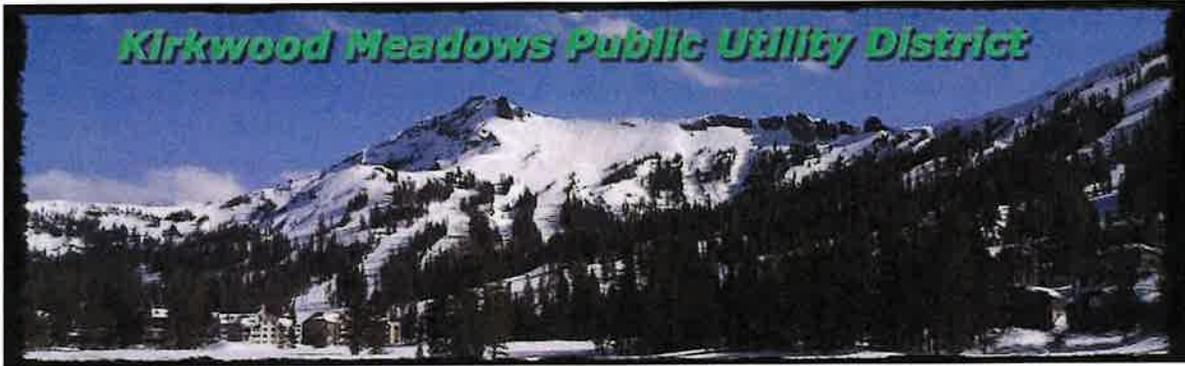
15. ADJOURNMENT

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)

Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

Jessica Gillies, Clerk of the Board



KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
SEWER SYSTEM MANAGEMENT PLAN 2022 AUDIT REPORT

Developed in compliance with Waste Discharge Requirement Water Quality Order No. 2006-003

This SSMP Audit Report was approved and adopted by the KMPUD Board of Directors during a public Board Meeting on

Audit Report Prepared By:

 12/15/22

Derek Dornbrook
Wastewater Operator 3

Date

Approved By:

Bob Epstein
KMPUD Board President

Date

 12/13/2022

Erik M. Christeson
KMPUD General Manager

Date

Introduction

This report serves to comply with Order No. 2006-0003, issued by the State Water Resources Control Board in 2006. Order No. 2006-0003, hereinafter referred to as the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR), requires that all public entities that own or operate one or more miles of sewer system comply with the contents of this order. The purpose of the WDR is to ensure that sanitary sewer overflows (SSOs) are mitigated through the implementation of system-wide operation, maintenance, and a Sanitary Sewer Management Plan (SSMP). Included in the details of the SSMP is a necessary self-audit corresponding to the size of the system with a minimum biannual frequency. This report outlines Kirkwood Meadows Public Utility District's (District) SSMP program audit and its corresponding tasks. The SSMP audit shall:

- Evaluate the effectiveness of the current SSMP
- Identify potential weaknesses of the current SSMP
- Determine improvement opportunities in the current SSMP

WDR Requirements for SSMP Element 10: SSMP Program Audits

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection, including identification of any deficiencies in the SSMP and steps to correct them.

District Compliance Approach – As Stated in the SSMP

The District prepared and adopted an updated SSMP in June 2014. The updated SSMP expanded and improved the scope of the existing SSMP, which had last been updated in 2008. Section 10.2 of the District's updated SSMP document states that Beginning in June 2014, and every two years thereafter, the District will audit the effectiveness of all elements of the SSMP. The most recent SSMP self-audit was completed in October 2022. The program audit will include a final report reviewing the District's performance and identifying findings. The report will be made available to the public and will be kept on file.

District System Description and Performance

The District maintains approximately 8.6 miles of pipeline. The collection system pipeline consists of 6, 8, and 10-inch diameter pipe constructed of both concrete asbestos and polyvinyl chloride materials. Approximately 1/2 mile of the collection system consists of a force main. Included in the system are two pump stations.

In the last 5 years, the system had 4 reported SSOs in the California Integrated Water Quality System (CIQWS) as detailed in **Table 1**. The WDR requires that SSO records be kept for the previous 5 years as a minimum.



KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
SEWER SYSTEM MANAGEMENT PLAN 2022 AUDIT REPORT

Developed in compliance with Waste Discharge Requirement Water Quality Order No. 2006-003

This SSMP Audit Report was approved and adopted by the KMPUD Board of Directors during a public Board Meeting on

Audit Report Prepared By:

Derek Dornbrook
Wastewater Operator 3

Date

Approved By:

Bob Epstein
KMPUD Board President

Date

Erik M. Christeson
KMPUD General Manager

Date

Table 1: CIQWS Summary of District SSOs January 2017-2022

No.	Date	SSO Category	SSO Description	SSO Vol. Gallons	Volume Recovered Gallons	Volume Reached Surface Water Gallons
1	1/14/18	3	Collection system Manhole overflow due to debris blockage.	900	900	0
2	4/7/18	1	Collection system Manhole overflow due to extreme storm event which overwhelmed Influent Pump Station.	5000	4000	1000
3	8/23/18	3	Collection system Manhole overflow due to debris blockage.	400	400	0
4	8/13/20	3	Collection system Manhole overflow due to debris blockage.	20	20	0

Audit Tasks

The responsibility of this audit has been assigned to District Wastewater Operator 3, Derek Dornbrook who is directly involved with the daily operations of the collection system. In addition to completing the attached SSMP Audit Form, the following tasks are associated with the SSMP audits:

1. Review operation and maintenance protocols with field staff including preventative maintenance.
2. Conduct interviews of operational staff and staff that respond to SSOs to verify familiarity with the SSMP and SSO response procedures.
3. Review condition assessment and rehabilitation protocols.
4. Review the past 2 years of District SSO data and determine if additional corrective action is needed.
5. Record all findings during the audit process on the attached SSMP Audit Form. This form will be the final audit report for the District’s collection system performance and improvement opportunities. This report will be kept on file and made available to the public.

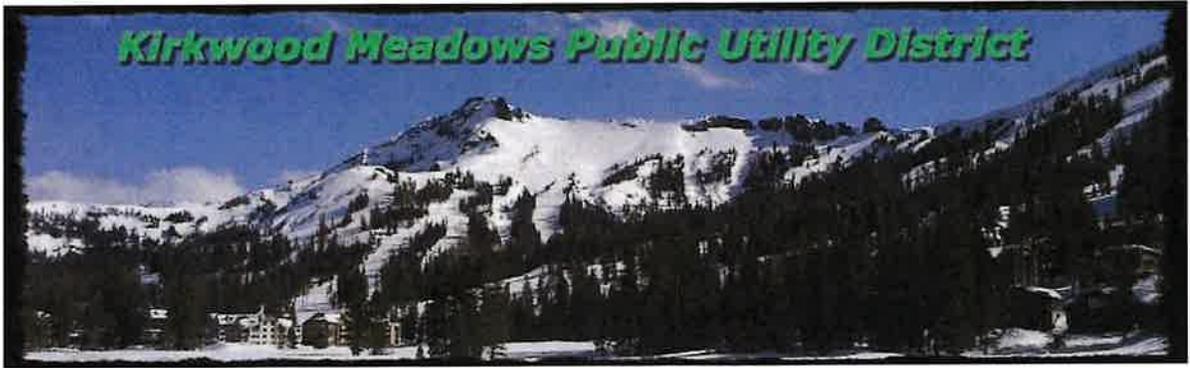
Conclusion

The SSMP is functioning successfully however, it is now due for the 5-year update for adequate performance as indicated by the Statewide Sanitary Sewer Systems general Order (Order No. 2006-0003-DWQ.) During the review period, the District experienced no SSOs due to collection system blockages or major storm events.

As a summary of the attached SSMP Audit Form, the following improvement opportunities were identified in **Table 2** below.

Table 2: 2022 SSMP Audit Improvement Opportunities

SSMP Section	Improvement Opportunity	Target Date
Element 4. Operation and Maintenance Program. Maps.	Map updates and a comprehensive atlas.	December 2023.
Element 4. Operation and Maintenance Program. Training.	CWEA Collection System Specialist certifications for key operators.	Operator to be certified by December 2022.



ATTACHMENT 1

SSMP AUDIT FORM

(ADAPTED FROM FORMAT DEVELOPED BY BAY AREA CLEAN WATER AGENCIES)

Table 3: Description of Sewer System Maintained by Kirkwood Meadows Public Utility District

Name of agency	Kirkwood Meadows Public Utility District
Date of audit	September 30th, 2022
Name of auditor	Derek Dornbrook, Wastewater Operator 3
System Overview	
LF of gravity sewer mains	42,240 LF (8 mi)
LF of force mains	3,250 LF
Total LF of all sewer lines	45,490 LF (8.6 mi)
Number of pump stations	2
Population served	250-6,000
Number of connections	664
Current average monthly single family sewer rate	\$75

Audit Report – Elements 1-11

Element 1. Goals.

- Are the goals stated in the SSMP still appropriate and accurate?

Audit Findings

Yes, the goals stated in the SSMP are still appropriate and accurate. The SSMP supplements and supports the District’s existing operation and maintenance programs and SSMP goals by providing high-level, consolidated guidelines and procedures for all aspects of the District’s sewer system management

Element 2. Organization

- Is the SSMP up-to-date with District organization and staffing contact information?

Audit Findings

No, Organizational Chart will be included as part of the SSMP update effort. The SSO Response Plan and the SSO Reporting Chain of Communications are up-to-date. Names and contact information have been updated to current contact information as of September 30, 2022, and are included in Appendix A of the revised 2022 SSMP.

Element 3. Legal Authority

Reference Material

Ordinances

Enforcement Actions

- Does the SSMP contain up-to-date information about your agency's legal authority?
- Does your agency have sufficient legal authority to control sewer use and maintenance?

Audit Findings

No, the updated SSMP contains the formation document for KMPUD which is the basis of our legal authority.

Yes, the KMPUD Sewer Regulations are referenced in this element are current. All regulations, rates, connection fees, and ordinances can be referenced in Appendix D of the SSMP.

Element 4. Operations and Maintenance Program

A. Collection System Maps

Reference Material

Summary of information included in mapping system

- Does the SSMP contain up-to-date information about the District's maps?
- Are the District's collection system maps complete, up-to-date, and sufficiently detailed?

Audit Findings

Yes, the District currently has basic sewer system maps.

Yes, the District's collection system maps are up-to-date. However, the District's collection system maps are not complete and sufficiently detailed. The District will be retaining a consulting engineer to create a comprehensive sewer collection system map that will be available to KMPUD operations staff in electronic format and in bound hard-copy version for use. The maps will be actively updated based on information gathered in the field regarding physical features, conditions assessments, and/or maintenance activities.

B. Resources and Budget

Reference Material

Current Capital Improvement Plan (CIP)

Current Operating budget

Wastewater Collection System Repairs and Maintenance 5-Year plan

- Does the SSMP contain up-to-date information about the District's resources?
- Are the District's resources and budget sufficient to support effective sewer system management?
- Do the District's planning efforts support long-term goals?

Audit Findings

Yes, the above cited reference materials contain up-to-date information about District resources. Yes, after the 2020 Wastewater Rate Study, the District has sufficient budget to support effective sewer system management.

The referenced 5-year plan has been augmented with a variety of planning efforts. Additionally, the District will be retaining a consulting engineer to develop a long-term master plan. The SSMP will be updated to reflect these changes and activities.

C. Prioritized Preventative Maintenance

Reference Material

Cleaning schedules

Work Orders

Service call data

Inspection reports.

Infiltration and inflow (I/I) monitoring studies and reports

Pipe and manhole condition data

Table 4. Annual Blockage Statistics and Preventative Maintenance Activities

	2018	2019	2020	2021	2022
Blockages in the past year	3	0	1	0	0
Blockages due to:					
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Debris	3	0	1	0	0
Other	0	0	0	0	0
Average response time	1/2 hour	N/A	1/2 hour	N/A	N/A
Ratio of planned cleaning to unplanned cleaning (LF)	3 to 0	N/A	1 to 0	1 to 0	1 to 0
Number of customer complaints in last year	0	0	0	0	0
Number of positive customer responses	1	0	0	0	0

- Does the SSMP contain up-to-date information about your agency’s preventative maintenance activities?
- Considering the information in Tables 4-6, are the District’s preventative maintenance activities sufficient in reducing and preventing SSOs and blockages?
- Are the District’s preventative maintenance activities sufficient and effective in reducing and preventing SSO’s?
- Does the SSMP contain up-to-date information about the District’s inspections and condition assessment
- Are the District’s scheduled inspections and condition assessments effective in locating, identifying, and addressing deficiencies?

Audit Findings

Yes, the SSMP contains up-to-date information about the District's maintenance and inspection activities.

Yes, the sufficiency and effectiveness of these activities in reducing and preventing SSOs are reflective of the aforementioned tables. The District's preventative maintenance activities have been exceptional in reducing and preventing SSOs and blockages as there have been no SSO incidents during the audit review period. Recent activities have included televising, recording, and cleaning large sections of the collection system. Additionally, pump station alarm systems have been improved in response to an SSO in 2014 and all alarms systems are routinely inspected and tested. Improved documentation regarding FOG inspections has been implemented in addition to formalized documentation of said inspections and have served to prevent SSOs due to FOG.

D. Equipment and Replacement Inventory

Reference Material

**Funds spent on equipment and materials
Equipment and parts inventory**

- Does the SSMP contain up-to-date information about equipment and replacement inventories?
- Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?

Audit Findings

Yes, the District maintains spare parts for pump stations in the event of failure, including rebuild kits and level indicators. The District also has a vac-truck, jetter trailer, and temporary bypass pumps available to respond to line blockage. Additionally, the District has full redundancy generators that are kept in a ready-state in case of power loss.

E. Training

Reference Material

**Employee training records
Interviews with staff**

- Does the SSMP contain up-to-date information about your agency's training expectations and programs?
- Do supervisors believe that their staff is sufficiently trained?
- Are staff satisfied with the training opportunities and support offered?

Audit Findings

Yes, the District places a high level of importance on safety and technical training. The District budget includes a training budget to ensure that all staff is properly trained. New staff receive on-the-job training specific to the collection system and maintenance equipment used. Staff also attends outside

workshops whenever practical. Opportunity for audit improvement exists in Collection System Grade Certification which is offered by the California Water Environment Association (CWEA). All operations staff is encouraged and will be given support to obtain these certifications.

Element 5. Design and Performance Provisions

Reference Material

**Design and construction standards
Ordinances**

- Does the SSMP contain up-to-date information about the District's design and construction standards?
- Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?

Audit Findings

Yes, the SSMP contains up-to-date information about design and construction standards. The District Engineer reviews plans for construction of new collection system infrastructure which includes verification that the proposed improvements adhere to the District's Design Standards. The current KMPUD Design Standards are available at www.kmpud.com.

Element 6. Overflow Emergency Response Program

Reference Material
Data submitted to CIQWS
Service call data

Table 5. Annual SSO Statistic

Number of wet weather SSOs	1	0	0	0	0
Total number of SSOs	3	0	1	0	0
Category 1 SSOs	1	0	0	0	0
Category 2 SSOs	0	0	0	0	0
Category 3 SSOs	2	0	1	0	0
Private Lateral SSOs	N/A	0	0	0	0
Total volume of SSOs	6300	0	20	0	0
Total volume recovered	5300	0	20	0	0
Net volume of SSOs (total minus recovered)	1000	0	0	0	0
SSOs caused by:					
Roots	0	0	0	0	0
Grease	0	0	0	0	0
Debris	2	0	1	0	0
Pipe failure	0	0	0	0	0
Pump station failure	0	0	0	0	0
Capacity-limited pipe segment (no debris)	1	0	0	0	0
Other	0	0	0	0	0
Number of locations with more than one SSO in the past year	0	0	0	0	0
Average response time-during business hours	1/2 hr	N/A	N/A	N/A	N/A
Average response time-after business hours	N/A	N/A	N/A	N/A	N/A

- Does the SSMP contain an up-to-date version of the District's Overflow Emergency Response Plan?
- Considering the information in Table 5, is the Overflow Emergency Response Plan effective in handling SSOs?

Audit findings

Yes, the SSMP contains an up-to-date version of the District's Overflow Emergency Response Plan and this plan has been very effective in handling SSOs. The Response Plan was amended to include a detailed, step-by-step response guide for managers and field operators. Table 6-1: Outside Agency Contact Information was updated on September 30, 2022 and is included in Appendix B-KMPUD SSMP Field Guide.

Element 7. Fats, Oils, and Grease (FOG) Control Plan

Reference Material

Restaurant inspection reports

Data submitted to CIQWS

Service call data

Table 6. FOG Control Statistics

	2018	2019	2020	2021	2022
Number of SSOs caused by FOG	0	0	0	0	0
Planned cleaning (LF)	3	6	3	4	5
Unplanned cleaning (LF)	0	0	0	0	0
Ratio of planned to unplanned cleaning (LF)	N/A	N/A	N/A	N/A	N/A
Number of FOG inspections completed	6	12	12	12	9

- Does the SSMP contain up-to-date information about the District’s FOG control program?
- Considering the information in Table 6, is the current FOG program effective in documenting and controlling FOG sources?

Audit Findings

Yes, the SSMP contains up-to-date information about the District’s FOG control program and this program is effective in documenting and controlling FOG sources. Documentation protocols were updated upon recommendation of the 2014 Audit Report and a highly formalized program has been instituted, wherein District staff works in cooperation with FSEs to ensure effective FOG control to prevent SSOs. District staff inspects all of the FOG removal devices within the District’s service area on a monthly basis and documents all inspections and defects of FOG removal devices.

Element 8. System Evaluation and Capacity Assurance Plan

Reference Material

Capacity assessment reports

Capital improvement plan

SSO Data

Table 7. SSOs Caused by Hydraulic Limitations

Number of SSOs Caused by capacity limitations	2018	2019	2020	2021	2022
	1	0	0	0	0

- Does the SSMP contain up-to-date information about the District’s capacity assessment?
- Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

Audit Findings

Yes, a Capital Improvements Plan (CIP) for the District was adopted on May 10, 2014 by the District. The KMPUD Water and Sewer Master CIP includes in the budget dedicated funds to identify and mitigate infiltration and inflow. Additionally, the District has adopted Design Standards as outlined in Element 5 which are sufficient to meet the needs of the District.

Element 9. Monitoring, Measurement, and Program Modifications

- Does the SSMP contain up-to-date information about the District’s data collection and organization?
- Is the District’s data collection and organization sufficient to evaluate the effectiveness of your SSMP?

Audit Findings

Yes, the SSMP contains up-to-date information of data collection and organization that is sufficient to evaluate the effectiveness of the SSMP. Review of the lack of SSO occurrences from the past two years supports that the SSMP is successful in maintaining minimal SSOs.

Element 10. SSMP Audits

- Discuss the effectiveness of this audit format and provide any suggestions for changes.
- Will a copy of this SSMP Audit be included in the SSMP document as an appendix?

Audit Findings

This 2022 SSMP Audit was conducted in a similar format to the 2020 Audit. The current format was found to be effective in that it required a more thorough examination of the SSMP and included increased participation from operations staff. A copy of this SSMP Audit will be included in the SSMP document as an appendix and will serve as a template for future Audits.

Element 11. Communication Program

Reference Material

Mailings and mailing list

Website

Other communication records such as newspaper ads, site postings, or other outreach

Customer feedback

- Does the SSMP contain up-to-date information about the District's public outreach activities?
- Does the SSMP contain up-to-date information about the District's communications with satellite and tributary agencies?
- Has the District effectively communicated with the public about the SSMP, and addressed feedback?

Audit Findings

Yes, the SSMP document is available for public viewing at the District Office, and copies of the document (or portions of) are available upon request, at the regular charge for copies. The final SSMP document is posted on the District's web site for viewing by the general public. The 2020 Audit Review will also be available by all aforementioned means. The District's sewer collection system does not have any tributary or satellite collection systems which contribute wastewater to District facilities. The District constantly strives to communicate with the public about the SSMP and addresses all feedback through public hearings or the District web site. Additional outreach efforts are addressed by the District's monthly newsletter which often includes articles related to SSO prevention measures that can be aided by public awareness and participation.

APPENDIX H – SPILL RECORDS

SSMP Appendix H – Spill Records

In the event of a sanitary sewer spill, KMPUD will maintain records of each spill event for at least five years. Copies of field notes and CIWQS summaries for each spill are included in this Appendix.



SSO - General Information

SSO Event ID: 806252 **Regional Water Board:** 5S
Spill Location Name: Kirkwood Inn / Cross Country Center **Agency:** Kirkwood Meadows PUD
WDID: 5SSO10975 **Sanitary Sewer System:** Kirkwood Meadows CS

File Name	File Description	Date/Time Uploaded	Status
806252_Version_1_.pdf	Certified spill pdf : 806252_Version_1.pdf	05/23/2014 - 15:17:22	OK

General Info

Glossary of Terms

Locate the spill on map

Certified by Derek Dornbrook on 2014-05-23 00:00:00.0

1 - Spill Type:

Category 3

2 - Estimate Spill Volumes

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0
- e) Estimated spill volume discharged directly to a surface water body? 0
- f) Estimated spill volume recovered from surface water body? 0
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 20
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 20

Estimated Total spill volume Reach Surface Water (a-b+c+e)	Estimated Total spill volume Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)

- 3 - Did the spill discharge to a drainage channel and/or surface water? No
- 4 - Did the spill reach a separate (i.e., not combined) storm drainpipe? No
- 5 - If spill reached to a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

- 6 - Spill location name: Kirkwood Inn / Cross Country Center
- 7 - Latitude of spill location: 38.703061
- 8 - Longitude of spill location: -120.073183
- 9 - County: El Dorado
- 10 - Regional Water Quality Control Board: 5S
- 11 - Spill location description: This was a private spill, on private land. The spill was caused by a blocked line that forced sewer water to escape from the clean out.

Spill Details

- 12 - Number Of appearance points: 1
- 13 - Spill appearance point: Lateral Clean Out (Private)
- 14 - Spill appearance point explanation: Unpaved surface
- 15 - Final spill destination: Spill was observed in a 10x10 area above ground.
- 17 - Estimated spill start date/time: 2014-04-17 10:30:00.0
- 18 - Date and time sanitary sewer system agency was notified of or discovered spill: 2014-04-17 10:30:00.0

19 - Estimated Operator arrival date/time:

2014-04-17 11:00:00.0

20 - Estimated spill end date/time:

2014-04-17 10:30:00.0

21 - Spill cause:

Debris from Lateral

22 - Spill cause explanation:

23 - Where did failure occur?

Other (specify below)

24 - Explanation of Where failure occurred:

Private Lateral Cleanout

25 - Was this spill associated with a storm event?

No

26 - Diameter of sewer pipe at the point of blockage or failure:

2

27 - Material of sewer pipe at the point of blockage or failure:

PVC

28 - Estimated age of sewer asset at the point of blockage or failure:

30

29 - Explanation of volume estimation method used:

Upon observing the debris and staining around the spill location I estimate the spill to be surface spill within a 10' x10' area.

Notification Details

30(a) - Name and Title (Contact person who can answer specific questions about this SSO)

Derek Dornbrook

30(b) - Contact Person Phone Number

209258444



You are logged-in as: PUBLIC.

SSO - General Information

SSO Event ID: 806579 Regional Water Board: 5S
 Spill Location Name: East Meadows Lift Station Agency: Kirkwood Meadows PUD
 WDID: 5SSO10975 Sanitary Sewer System: Kirkwood Meadows CS

File Name	File Description	Date/Time Uploaded	Status
806579_Version_1.4.pdf	Certified spill pdf : 806579_Version_1.4.pdf	06/03/2014 - 09:04:21	OK

General Info :

[Glossary of Terms](#)

[Locate the spill on map](#)

Certified by Derek Dornbrook on 2014-06-03 00:00:00.0

1 - Spill Type:

Category 1

2 - Estimate Spill Volumes

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0
- e) Estimated spill volume discharged directly to a surface water body? 30
- f) Estimated spill volume recovered from surface water body? 0
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 120
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 0

Estimated Total spill volume Reach Surface Water (a-b+c+e)	Estimated Total spill volume Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)

- 3 - Did the spill discharge to a drainage channel and/or surface water?** Yes
- 4 - Did the spill reach a separate (i.e., not combined) storm drainpipe?** No
- 5 - If spill reached to a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

- 6 - Spill location name:** East Meadows Lift Station
- 7 - Latitude of spill location:** 38.697669
- 8 - Longitude of spill location:** -120.071683
- 9 - County:** Alpine
- 10 - Regional Water Quality Control Board:** 5S
- 11 - Spill location description:** Overflow from a collection system manhole directly adjacent to the force main pump station and next to Kirkwood Creek.

Spill Details

- 12 - Number Of appearance points:** 1
- 13 - Spill appearance point:** Manhole
- 14 - Spill appearance point explanation:**
- 15 - Final spill destination:** Surface Water
- 16 - Explanation of final spill destination:**
- 17 - Estimated spill start date/time:** 2014-05-30 02:45:00.0

2014-05-30 03:00:00.0

18 - Date and time sanitary sewer system agency was notified of or discovered spill:

2014-05-30 03:15:00.0

19 - Estimated Operator arrival date/time:

2014-05-30 03:15:00.0

20 - Estimated spill end date/time:

Pump Station Failure-Controls

21 - Spill cause:

22 - Spill cause explanation: Bubblers level system failed to operate due to failure of compressors.

Pump Station-Controls

23 - Where did failure occur?

24 - Explanation of Where failure occurred:

25 - Was this spill associated with a storm event? No

26 - Diameter of sewer pipe at the point of blockage or failure: 8

27 - Material of sewer pipe at the point of blockage or failure: PVC

28 - Estimated age of sewer asset at the point of blockage or failure: 18

29 - Spill response activities: Cleaned-Up

30 - Explanation of spill response activities: KMPUD staff fenced off spill area, posted area, applied lime and cleaned up area. In process of removing and disposing of contaminated soil.

2014-06-03 02:00:00.0

31 - Spill response completion date:

Repaired Facilities or Replaced Defect

32 - Spill corrective action taken:

33 - Explanation of spill corrective action taken: NA

34a - Is there an ongoing investigation? No

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water: No visible nuisance or health impacts observed.

36 - Health warnings posted? Yes

37 - Did the spill result in a beach closure (if YES, answer questions 38)? No

38 - Name of impacted beach(es) (enter NA if not applicable):

39 - Name of impacted surface water(s) (enter NA if not applicable): Kirkwood Creek

40 - Water quality samples analyzed for: Biological indicator(s) - specify below

41 - Explanation of water quality samples analyzed for: Total Coliform sample taken to assess possible impact to public health.

42 - Water quality sample results reported to: Regional Water Quality Control Board

43 - Explanation of water quality sample results reported to:

44 - Explanation of volume estimation method used:

Volume was estimated by determining gallon volume of pump station wet well, gallon volume of collection system piping upstream to affected manhole. SCADA readings were analyzed to determine the time that the event began and ended. Visual observations determined that the spill was 1-2 gallons per minute. Combining all of this data allowed KMPUD to determine approximate gallon volume of spill.

Notification Details

45 - Cal OES Control Number 140365

46 - Cal OES Called Date/Time 2014-05-30 06:15:00.0

47(a) - Name and Title (Contact person who can answer specific questions about this SSO) Derek Dornbrook

47(b) - Contact Person Phone Number 2092584444





SSO - General Information

SSO Event ID: 844512 Regional Water Board: 5S
 Spill Location Name: Fremont and Dangburg Intersection Agency: Kirkwood Meadows PUD
 WDID: 5SSO10975 Sanitary Sewer System: Kirkwood Meadows CS

File Name	File Description	Date/Time Uploaded	Status
844512_Version_1.1_.pdf	Certified spill pdf : 844512_Version_1.1_.pdf	08/21/2018 - 08:59:07	OK

General Info

[Glossary of Terms](#)

[Locate the spill on map](#)

Certified by Derek Dornbrook on 2018-08-21 00:00:00.0

1 - Spill Type:

Category 3

2 - Estimate Spill Volumes

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0
- e) Estimated spill volume discharged directly to a surface water body? 0
- f) Estimated spill volume recovered from surface water body? 0
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 900
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 900

Estimated Total spill volume Reach Surface Water (a-b+c+e)	Estimated Total spill volume Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)



- 3 - Did the spill discharge to a drainage channel and/or surface water? No
- 4 - Did the spill reach a separate (i.e., not combined) storm drainpipe? No
- 5 - If spill reached to a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

6 - Spill location name: Fremont and Dangburg Intersection

7 - Latitude of spill location: 38.69353

8 - Longitude of spill location: -120.07618

9 - County: Amador

10 - Regional Water Quality Control Board: 5S

Spill Details

12 - Number Of appearance points: 1

13 - Spill appearance point: Manhole

14 - Spill appearance point explanation: Paved Surface

15 - Final spill destination: Paved Surface

16 - Explanation of final spill destination: Paved Surface

17 - Estimated spill start date/time: 2018-01-14 08:00:00.0

18 - Date and time sanitary sewer system agency was notified of or discovered spill: 2018-01-14 09:00:00.0

19 - Estimated Operator arrival date/time: 2018-01-14 09:30:00.0

2018-01-14 10:30:00.0

20 - Estimated spill end date/time:

Debris from Lateral

21 - Spill cause:

Gravity Mainline

22 - Spill cause explanation:

23 - Where did failure occur?

24 - Explanation of Where failure occurred:

25 - Was this spill associated with a storm event?

No

26 - Diameter of sewer pipe at the point of blockage or failure:

6

27 - Material of sewer pipe at the point of blockage or failure:

Asbestos Concrete

28 - Estimated age of sewer asset at the point of blockage or failure:

35

29 - Explanation of volume estimation method used:

Area of spill with volume of manhole and main.

Notification Details

30(a) - Name and Title (Contact person who can answer specific questions about this SSO) Derek Dornbrook

30(b) - Contact Person Phone Number

2092584444

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You are logged-in as: PUBLIC.

SSO - General Information

SSO Event ID: 846352 Regional Water Board: 5S
 Spill Location Name: Kirkwood Meadows PUD Wastewater Treatment Plant Agency: Kirkwood Meadows PUD
 WIDID: 5SSO10975 Sanitary Sewer System: Kirkwood Meadows CS

File Name	File Description	Date/Time Uploaded	Status
846352_Version_1.3.pdf	Certified spill pdf : 846352_Version_1.3.pdf	04/18/2018 - 12:47:53	OK

General Info

[Glossary of Terms](#)

[Locate the spill on map](#)

Certified by Derek on 2018-04-18 00:00:00.0

1 - Spill Type:

Category 1

2 - Estimate Spill Volumes

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 10000
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0
- e) Estimated spill volume discharged directly to a surface water body? 0
- f) Estimated spill volume recovered from surface water body? 0
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 40000
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 40000

Estimated Total spill volume Reach Surface Water (a-b+c+e)	Estimated Total spill volume Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)

- 3 - Did the spill discharge to a drainage channel and/or surface water? Yes
- 4 - Did the spill reach a separate (i.e., not combined) storm drainpipe? No
- 5 - If spill reached to a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

- 6 - Spill location name: Kirkwood Meadows PUD Wastewater Treatment Plant
- 7 - Latitude of spill location: 38.6906
- 8 - Longitude of spill location: -120.07104
- 9 - County: Alpine
- 10 - Regional Water Quality Control Board: 5S
- 11 - Spill location description: Spilled out of a manhole directly adjacent to the wastewater treatment plant.

Spill Details

- 12 - Number Of appearance points: 1
- 13 - Spill appearance point: Manhole
- 14 - Spill appearance point explanation:
- 15 - Final spill destination: Other (specify below)
- 16 - Explanation of final spill destination: Most of the spill was absorbed by a snow bank that was removed and placed within the wastewater treatment plant.
- 17 - Estimated spill start date/time: 2018-04-07 08:30:00.0
- 18 - Date and time sanitary sewer system agency was notified of or discovered spill: 2018-04-07 09:00:00.0

19 - Estimated Operator arrival date/time:	2018-04-07 09:00:00.0
20 - Estimated spill end date/time:	2018-04-07 13:00:00.0
21 - Spill cause:	Rainfall Exceeded Design, I and I (Separate CS Only)
22 - Spill cause explanation:	Pump Station-Mechanical
23 - Where did failure occur?	
24 - Explanation of Where failure occurred:	
25 - Was this spill associated with a storm event?	Yes
26 - Diameter of sewer pipe at the point of blockage or failure:	6
27 - Material of sewer pipe at the point of blockage or failure:	Concrete Asbestos
28 - Estimated age of sewer asset at the point of blockage or failure:	40
29 - Spill response activities:	Cleaned-Up;Mitigated Effects of Spill;Returned Portion of Spill to Sanitary Sewer System;Other Enforcement Agency Notified
30 - Explanation of spill response activities:	
31 - Spill response completion date:	2018-04-18 13:46:00.0
32 - Spill corrective action taken:	Added sewer to preventive maintenance program
33 - Explanation of spill corrective action taken:	Attempted to contain spill. Barricaded area off from public. Swept up debris. Washed down area. Removed contaminated snow.
34a - Is there an ongoing investigation?	Yes
34b - Reason for ongoing investigation?	To determine impact of spill on Kirkwood Creek
35 - Visual inspection results from impacted receiving water:	None
36 - Health warnings posted?	Yes
37 - Did the spill result in a beach closure (If YES, answer questions 38)?	No

38 - Name of impacted beach(es) (enter NA if not applicable): None

39 - Name of impacted surface water(s) (enter NA if not applicable): Kirkwood Creek

40 - Water quality samples analyzed for: Biological indicator(s) - specify below

41 - Explanation of water quality samples analyzed for: Total Coliform

42 - Water quality sample results reported to: Other (specify below)

43 - Explanation of water quality sample results reported to: County Health Agency and Regional Water Quality Control Board will receive results

44 - Explanation of volume estimation method used: Amount of Influent metered minus amount of Effluent metered to determine gallons spilled.

Notification Details

45 - Cal OES Control Number 182285

46 - Cal OES Called Date/Time 2018-04-07 13:00:00.0

47(a) - Name and Title (Contact person who can answer specific questions about this SSO) Derek Dornbrook

47(b) - Contact Person Phone Number 2092584444



You are logged-in as: PUBLIC.

SSO - General Information

SSO Event ID: 850623 Regional Water Board: 5S
 Spill Location Name: Wintergreen Meadow Agency: Kirkwood Meadows PUD
 WDID: 5SSO10975 Sanitary Sewer System: Kirkwood Meadows CS

File Name	File Description	Date/Time Uploaded	Status
850623_Version_1.1.pdf	Certified spill pdf : 850623_Version_1.1.pdf	08/29/2018 - 11:12:07	OK

General Info

[Glossary of Terms](#)

[Locate the spill on map](#)

Certified by Derek Dornbrook on 2018-08-29 00:00:00.0

1 - Spill Type:

Category 3

2 - Estimate Spill Volumes

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0
- e) Estimated spill volume discharged directly to a surface water body? 0
- f) Estimated spill volume recovered from surface water body? 0
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 400
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 400

Estimated Total spill volume Reach Surface Water (a-b+c+e)	Estimated Total spill volume Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)



- 3 - Did the spill discharge to a drainage channel and/or surface water? No
- 4 - Did the spill reach a separate (i.e., not combined) storm drainpipe? No
- 5 - If spill reached to a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

- 6 - Spill location name: Wintergreen Meadow
- 7 - Latitude of spill location: 38.6985
- 8 - Longitude of spill location: -120.07577
- 9 - County: Amador
- 10 - Regional Water Quality Control Board: 5S
- 11 - Spill location description: Collection system Manhole overflowed. Manhole is located in the meadow.

Spill Details

- 12 - Number Of appearance points: 1
- 13 - Spill appearance point: Manhole
- 14 - Spill appearance point explanation:
- 15 - Final spill destination: Unpaved surface
- 16 - Explanation of final spill destination:
- 17 - Estimated spill start date/time: 2018-08-23 10:00:00.0
- 18 - Date and time sanitary sewer system agency was notified of or discovered spill: 2018-08-23 13:00:00.0

19 - Estimated Operator arrival date/time:

8-08-23 13:15:00.0

20 - Estimated spill end date/time:

2018-08-23 14:30:00.0

21 - Spill cause:

Debris-Wipes/Non-Dispersables

22 - Spill cause explanation:

Gravity Mainline

23 - Where did failure occur?

24 - Explanation of Where failure occurred:

No

25 - Was this spill associated with a storm event?

8

26 - Diameter of sewer pipe at the point of blockage or failure:

Asbestos Concrete

27 - Material of sewer pipe at the point of blockage or failure:

40

28 - Estimated age of sewer asset at the point of blockage or failure:

29 - Explanation of volume estimation method used:

Determined gallons per minute spilling and multiplied by length of time of spill.

Notification Details

30(a) - Name and Title (Contact person who can answer specific questions about this SSO) Derek Dornbrook

30(b) - Contact Person Phone Number

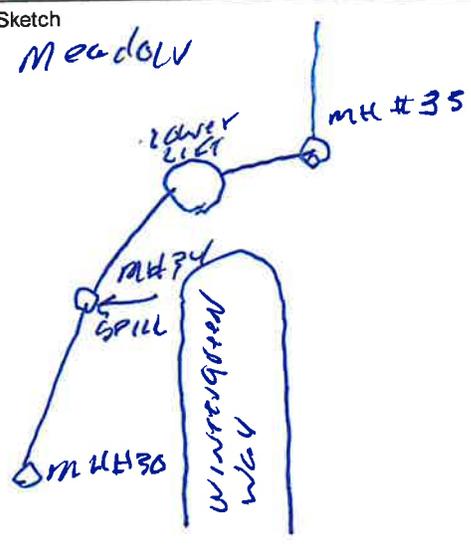
2092584444

KMPUD SSO RESPONSE REPORT FORM

Report I.D. _____

Staff Individual Completing Form: Derek Dornbrodt

Date: 8/14/20

Description of Problem or Call		
Date & Time of First Notification or Discovery <u>8/13/20 4:10 PM</u>		Reported Location of Problem (address, cross street, etc.) <u>Manhole #34 near Wintergreen Way.</u>
Nature of Call (spill, odor, etc.) <u>sewage spilling out of top of manhole.</u>		
Reporting Party / Individual (name) <u>Peter Catalano</u>	Phone Number <u>831-247-2036</u>	Address <u>50977 Wintergreen Way</u>
Spill Response		
First Responder - Name <u>Derek Dornbrodt</u>		First Responder Arrival Time & Date <u>4:30 PM 8/13/20</u>
Location of Problem (address, cross street, etc.) <u>Manhole #34 near 50977 Wintergreen Way</u>		GPS Coordinates Region: <u>RWQCB Region 5b</u> County in which spill occurred (circle): <u>El Dorado / Alpine / Amador</u>
Names of all Responders	Arrival Time	Departure Time
Name <u>Erik Christesen</u>	Arrival Time <u>4:30 PM</u>	Departure Time <u>6:30 PM</u>
Name <u>Brandi Benson</u>	Arrival Time <u>4:30 PM</u>	Departure Time <u>11:00 PM</u>
Name <u>Derek Dornbrodt</u>	Arrival Time <u>4:30 PM</u>	Departure Time <u>11:00 PM</u>
Name <u>David Wadelle</u>	Arrival Time <u>4:30 PM</u>	Departure Time <u>11:00 PM</u>
Name	Arrival Time	Departure Time
Time Spill Started and Description of Problem <u>Spill started around 4:00 PM</u> <u>sewage spilling out of manhole</u> <u>with small spill radius near</u> <u>manhole.</u>	Sketch <u>Meadow</u> 	
Cause of Spill (narrative) <u>Debris, rocks, and asphalt</u> <u>grindings blocked flow</u> <u>channel between "Lower Lift"</u> <u>manhole and manhole #35,</u> <u>caused sewage to back up and</u> <u>flow out of manhole #34.</u>		

KMPUD SSO RESPONSE REPORT FORM

Report I.D. _____

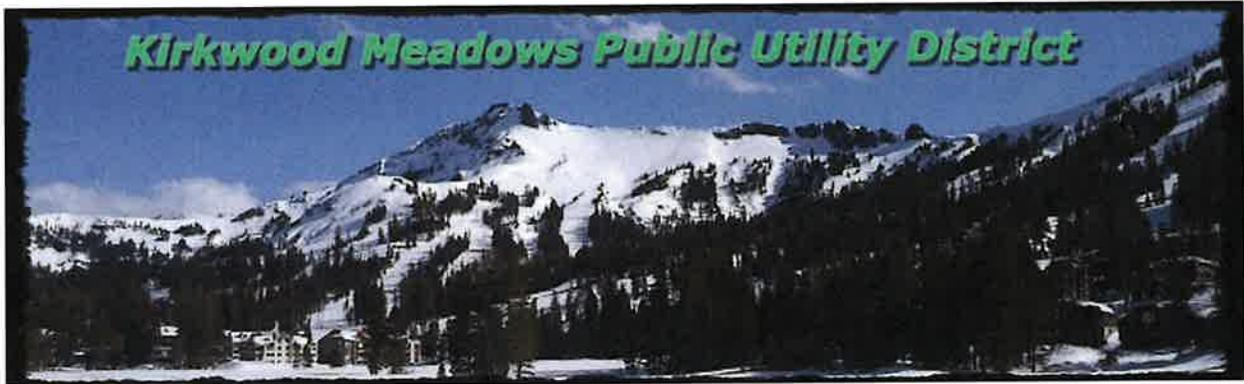
Spill Mitigation		
<p>Corrective Steps Taken</p> <p><u>Jetter trailer mobilized to clear blockage. Did not clear but opened flow sufficient to stop spill. Summit Septis vacor/jetter truck deployed to clear blockage and remove debris.</u></p>	<p>Sketch</p>	
<p>Safety Measures Employed</p> <p><u>Caution tape deployed around spill area. Spill kit and lime employed to neutralize and clean spill.</u></p>		
<p>Time Spill was Contained</p> <p><u>4:45 PM</u></p>	<p>Time Spill Ended</p> <p><u>5:00 PM</u></p>	<p>Time Clean-Up was Completed</p> <p><u>3:00 PM 8/14/20</u></p>
<p>Actions Recommended / Taken to Prevent Future Spills</p> <p><u>Flush and vac these lines regularly to remove asphalt accumulations. Video inspection of lines for possible breaks. Smoker test for main breaks, lateral breaks, or broken clean outs.</u></p>		
<p>Spill Categorization (circle one after completing this section):</p> <p>Category 1 / Category 2 / <u>Category 3</u> / Private Lateral Spill</p>		
<p>Source of spill (<u>manhole</u>, cleanout, etc.)</p>		
<p>Was the spill / blockage on a privately owned sewer lateral? Y <u>N</u> If yes; categorized as a "Private Lateral Spill"</p>		
<p>Did spill enter storm drain pipe or roadside ditch? Y <u>N</u> If yes; then "Category 1 Spill"</p>		
<p>Was entire spill captured and returned to system? <u>Y</u> / N If no; then "Category 1 Spill"</p>		
<p>Did any portion of spill reach a drainage channel or surface water? Y <u>N</u> If yes; then "Category 1 Spill"</p>		
<p>If not a Category 1 Spill, as defined above, and the SSO ≥ 1,000 gallons:</p>		<p>Then "Category 2 Spill"</p>
<p>If not a Category 1 Spill, as defined above, and the SSO < 1,000 gallons:</p>		<p>Then <u>Category 3 Spill</u></p>

KMPUD SSO RESPONSE REPORT FORM

Report I.D. _____

Number of gallons that reached surface water, or was not recovered from storm drain (if any): <i>NONE</i>			
Destination of spill (parcel, creek name, etc.) <i>Kirkwood Meadow</i>			
Water bodies impacted (names) <i>NONE</i>			
Were health warnings posted? <input checked="" type="radio"/> Y / <input type="radio"/> N		Posted Locations <i>EMAIL NOTIFICATIONS SENT TO CUSTOMERS.</i>	
Samples Collected (state N/A if none) <i>NA</i>			
Description (Sample 1a)	Location & Volume	Delivered to (Lab)	Analyzed for
Description (Sample 1b)	Location & Volume	Delivered to (Lab)	Analyzed for
Description (Sample 2)	Location & Volume	Delivered to (Lab)	Analyzed for
Reporting / Certification			
Included in online monthly SSO Report? <input checked="" type="radio"/> Y / <input type="radio"/> N		Date: <i>9/1/20</i>	
Customers / Individuals Notified (names)			
Report to Cal OES: Y / <input checked="" type="radio"/> N		Date / Time	Reporting Individual
Control Number			
Other Agency (specify)		Date / Time	Reporting Individual
Other Agency (specify)		Date / Time	Reporting Individual
Other Agency (specify)		Date / Time	Reporting Individual
Ongoing Investigation? <input checked="" type="radio"/> Y / <input type="radio"/> N			
Notes: <i>SPILL WAS VERY SMALL AT LESS THAN 20 GALLONS.</i>			

N:\14600-Kirkwood Meadows PUD-District Engineer\14600-03 SSMP Update\SSMP 2014\SSO Response Report Form.docx



MANAGEMENT PLAN
LEACHFIELD MONITORING PORTS

Add this to E 6

Kirkwood Meadows Public Utility District

P.O. Box 247
Kirkwood, CA 95646

February 2018

Prepared By:

Derek Dornbrook

KMPUD Superintendent Water/Wastewater

Management Plan

Management Plan

Subject: Leachfield Monitoring Ports

Date: February 22, 2018

The Central Valley Regional Water Quality Control Board (Board), Notice of Violation (NOV) of December 30, 2017 mandated that the Kirkwood Meadows Public Utility District (District) complete a Management Plan, no later than February 28, 2017 to address deficiencies associated with the District's leachfield monitoring ports that were noted on the October 11, 2017 site inspection conducted by Board staff.

Section 3. of the NOV mandated that a Management Plan be submitted to the Board to:

- a. Seal all leachfield monitoring ports to prevent surface water infiltration.
- b. In the event that wastewater is observed within one foot of the ground surface, protocols to:
 1. collect samples;
 2. pump out riser pipes and fields in a timely manner, and;
 3. dispose of excess effluent while the plant has reduced capacity.

The District sealed all leachfield monitoring ports by utilizing mechanical gripper pipe plugs; ranging in size from 4" to 6" in diameter. This task was completed during January and February of 2018. An itemized list of plugs and potential issues for each monitoring port is as follows:

1. Leachfield #1: Accessible. Sealed with 6" plug.
2. Leachfield #2: Accessible. Sealed with 6" plug.
3. Leachfield #3: Accessible. Sealed with 4" plug
4. Leachfield #4: Accessible. Sealed with 4" plug. Monitoring port vault needs to be improved.
5. Leachfield #7a: Covered by asphalt grindings and compacted by Vail in 2015 in agreement with District. Sealed with 4" plug.
6. Leachfield #7b: Accessible. Sealed with 4" plug.
7. Leachfield #8a: Accessible. Replaced duct tape seal with 4" plug.
8. Leachfield #8b: Accessible. Sealed with 4" plug.
9. Leachfield #9a: Accessible. Confirmed 4" cap in place.
10. Leachfield #9b: Capped and buried in 2013. High traffic area for Vehicle Maintenance Shop. Covered by asphalt grindings and compacted by Vail in 2015 in agreement with District.
11. Leachfield #10: Accessible. Sealed with 4" plug.
12. Leachfield #10a: Accessible. Sealed with 4" plug.

In the event that wastewater is observed within one foot of the ground surface of leachfield monitoring port(s), violating Discharge Specification B.1. of the WDRs, the following protocols will be implemented:

1. Remove violating leachfield(s) from service.
2. Notify District's outside testing laboratory, WETlabs at 775-355-0202 to schedule pick up of samples taken from field(s) not in compliance with Discharge Specification B.1. of the WDRs.
3. Collect samples and test for total coliform organisms and total dissolved solids.
4. Contact District's waste pumping contractor, Summit Septic at 775-267-9987 to pump out riser pipe(s) not in compliance with Discharge Specification B.1. of the WDRs.
5. Dispose of excess effluent while the plant has reduced capacity to off-site disposal facility via Summit Septic.
6. Return to service at time that staff observes wastewater is one foot or more below ground surface of monitoring port.

MANHOLE INSPECTION FORM

INSPECTOR _____

MANHOLE NUMBER _____

DATE _____

	COMMENTS
SURFACE CONDITIONS	
PONDING	
CONDITION OF COVER & GASKET	
CONDITION OF CHIMNEY & RINGS	
CONDITION OF CONE	
CONDITION OF JOINT SEALS	
CONDITION OF BASE	
CONDITION OF FLOW CHANNEL	
CONDITION OF PIPE SEALS	
CONDITION OF STEPS	
CONSTRUCTION MATERIAL	
EVIDENCE OF LEAKAGE INTO MANHOLE	
AMOUNT & NATURE OF DEPOSITS IN CHANNEL	
INCOMING & OUTGOING PIPE SIZE	
INCOMING & OUTGOING PIPE MATERIAL	
INCOMING & OUTGOING PIPE CONDITION	
INCOMING & OUTGOING PIPE DEPOSITS	
INCOMING & OUTGOING PIPE FLOW (GPM)	
INCOMING & OUTGOING PIPE VELOCITY	
INCOMING & OUTGOING PIPE CORROSION	
FLOW TEMP	

APPENDIX I – CERTIFICATION PAGE



CERTIFICATION PAGE

The Kirkwood Meadows Public Utility District (KMPUD / District) Sewer System Management Plan (SSMP) document has been prepared by the KMPUD District Engineer in conjunction with District Administrative and Operations Staff.

This Document was recommended for approval to the KMPUD Board of Directors on _____, 2024, in compliance with the State Water Resources Control Board Order Number 2022-0103-DWQ.

KMPUD District Engineer

Date

This SSMP document was approved and adopted by the KMPUD Board of Directors during a public Board Meeting on _____, 2024.

ATTEST:

KMPUD General Manager

Date

Kirkwood Meadows Public Utility District



N | V | 5

Sewer System Management Plan Internal Audit Report

Name of agency	Kirkwood Meadows Public Utility District
Date of audit	9/26/2025
Name of auditor	Brandi Benson, Operations Manager, CPO
System Overview	
LF of gravity sewer mains	42,240 LF (8 mi)
LF of force mains	3,250 LF (0.6 mi)
Total LF of all sewer lines	45,490 LF (8.6 mi)
Number of pump stations	2
Number of connections	685

Element 1.0 Goals and Introduction

Are the goals stated in the SSMP still appropriate and accurate?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 2.0 Organization

Is the SSMP up-to-date with District organization and staffing contact information?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	The SSMP does not contain an up-to-date version of the Organizational Chart in Section 2.3.2 or Appendix A. Updated versions of these sections are attached.

Element 3.0 Legal Authority

Does the SSMP contain up-to-date information about your agency's legal authority?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Does your agency have sufficient legal authority to control sewer use and maintenance?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 4.0 Operations and Maintenance Program

4.2 Map of Sewer System

Does the SSMP contain up-to-date information about the District's maps?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are the District's collection system maps complete, up-to-date, and sufficiently detailed?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

4.3 Routine Operation and Maintenance Activities

Does the SSMP contain up-to-date information about the District's operation and maintenance activities?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are the District's routine operation and maintenance activities sufficient and effective in reducing and preventing SSO's?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

4.4 Rehabilitation and Replacement Plan

Does the SSMP contain up-to-date information about the Rehabilitation and Replacement Plan?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	The SSMP references a Sewer Master Plan that has not been completed. This plan is scheduled for completion in FYE 2026.

4.5 Staff Training in Sewer Operations

Does the SSMP contain up-to-date information about your agency's training expectations and programs?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are training records maintained as required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

4.6 Equipment and Replacement Inventory

Does the SSMP contain up-to-date information about equipment and replacement inventories?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 5.0 Design and Performance Provisions

Does the SSMP contain up-to-date information about the District's design and construction standards?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities sufficiently comprehensive and up-to-date?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 6.0 Spill Emergency Response Program

Does the SSMP contain an up-to-date version of the District's Spill Emergency Response Plan?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 7.0 Sewer Pipe Blockage Control Program

Does the SSMP contain up-to-date information about the District's sewer pipe blockage control program?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 8. System Evaluation, Capacity Assurance and Capital Improvements

Does the SSMP contain up-to-date information about the District's capacity assessment?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 9. Monitoring, Measurement, and Program Modifications

Does the SSMP contain up-to-date information about the District's data collection and organization?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Is the District's data collection and organization sufficient to evaluate the effectiveness of our SSMP?	
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 10. SSMP Audits

Is this audit format effective in identifying updates needed to the SSMP?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will a copy of this SSMP Audit be included in the SSMP document as an appendix?	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Element 11. Communication Program

Does the SSMP contain up-to-date information about the District's public outreach activities?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Has the District effectively communicated with the public about the SSMP, and addressed feedback?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If you answered NO to the question(s) above, or have made any changes/updates to this element in the SSMP, please describe in detail.	

Reference Materials Reviewed

Element 3.0 - KMPUD Ordinances

Element 4.2 - System Maps / Atlas

Element 4.3 - Current Capital Improvement Plan, current Operating Budget, current Project Schedule

Element 4.4 - Work Orders, service call data, inspection reports, pipe and manhole condition data

Element 4.5 - Employee training records

Element 4.6 - Current Capital Improvement Plan, Operating Budget, equipment and parts inventory

Element 5.0 – KMPUD Construction Design Standards

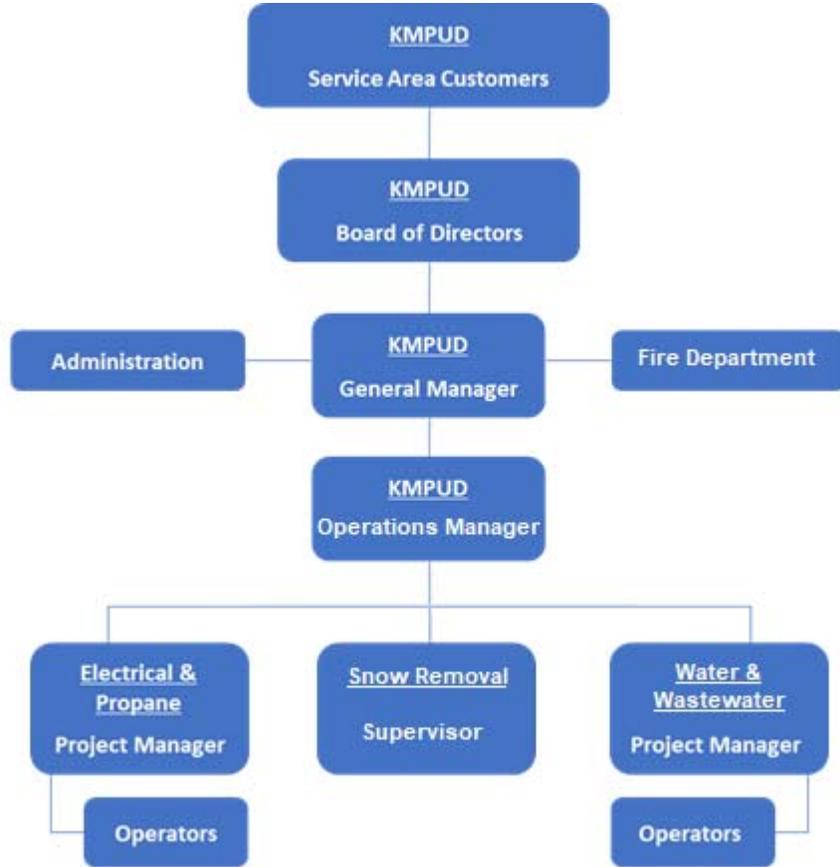
Element 6.0 – CIQWS Database, service call data

Element 7.0 – Grease trap inspection reports, CIQWS Database, service call data

Element 8.0 – Current Capital Improvement Plan, SSO Data

Element 11.0 – Customer notices and mailing list, KMPUD website, KMPUD newsletters

Figure 2-1. KMPUD Organization Chart





Appendix A contains the personnel names and contact information for the designated positions/titles listed in Figure 2-1: KMPUD Organization Chart, attributable to the Kirkwood Meadows Public Utility District sewer system facilities.

KMPUD Board of Directors

Board President	Doug Mitarotonda	dmitarotonda@kmpud.com
Board Vice President	Bob Epstein	bepstein@kmpud.com
Secretary:	Peter Dornbrook	pdornbrook@kmpud.com
Treasurer:	John Schroeder	jschroeder@kmpud.com
Assistant Secretary:	Chris Tucher	ctucher@kmpud.com

KMPUD District Staff

General Manager:	Rick Ansel	ransel@kmpud.com	775-781-2505
Operations Manager:	Brandi Benson	benson@kmpud.com	916-873-3747
Water/Wastewater Project Manager	Baron Birge	bbirge@kmpud.com	209-304-6889
Administrative Manager	Terri Leach	tleach@kmpud.com	209-258-4444

Communications Committee Report

Meeting Date: September 11, 2025

Attendees

- *KMPUD Board:* Chair Mitarotonda, Director Chris Tucher
- *KMPUD Staff:* GM Rick Ansel
- *Community Committee Members:* Sandy Goldberg
- *Community Members:* N/A

1) Fire and Emergency Medical Services Communications

The Committee did not have items to discuss based on the September 5 KMPUD Board Meeting outcomes.

2) Water / Wastewater Communication

The Committee discussed having a newsletter article to announce the new rates that were approved on September 5. GM Ansel will draft the first version and circulate to the Committee for feedback.

3) Newsletter Content Policy

The Committee will come back to this topic at a future meeting.

4) KMPUD Branding and Logo

The Committee discussed updating the KMPUD branding and logo to reflect that we are a public, community-owned utility. GM Ansel will find the original file with the KMPUD logo so that edits can be made. Committee and Staff will research / propose options for the next Committee meeting.

5) Roadmap

The Committee discussed and updated our roadmap, see attached.

Order	Status	Assigned	Date	Area	Topic	Action Item	Description
9	In flight	Staff	Oct 9, 2025	Outbound	Fire & EMS Communications Strategy	Plan community meeting(s) / outreach	We should have more information about Fire & EMS that we can put together a communications plan to discuss.
10	In flight	Staff	Oct 9, 2025	Outbound	Water / Waste Water Rate Design	Community information	Decided what should be posted, and where, regarding the results of the Rate Hearing.
160	Recurring	Committee	Oct 9, 2025	Outbound	Newsletter content policy		Periodically revisit our approach to newsletter content: Annually for a full review and as needed for small updates
180	Scoped	Staff	Oct 9, 2025	Outbound	Branding and logo	Consider focus on being a community-owned	See SMUD branding as suggestions as community-owned.
301	Scoped	Staff	Nov 13, 2025	Website	Meeting dates	Review website for calendar organization	Re-organize meeting dates and documents (currently shown in the Calendar, but mentioned multiple places).
302	Scoped	Committee	Nov 13, 2025	Outbound	Annual Report		Should we define guidelines KMPUD President should use to communicate in the annual report?
303	Recurring	Committee	Nov 13, 2025	Outbound	FAQ documents		Periodically revisit our FAQ documents: Annually for a full review and as needed for small updates
304	Scoped	Committee	Nov 13, 2025	Outbound	Annual article reminding people to update mailing address		When we have 218 process (e.g., W/WW Rate Study), we send paper documents. We should remind people once a
7777				Outbound	New customer onboarding materials	Provide overview of how to approach topic	Review and update KMPUD onboarding documents for our customers.
7777				Outbound	Opt-in vs opt-out	Provide overview of how to approach topic	Review our subscription policies and consider making some / all subscriptions opt-out, instead of opt-in.
7777				Outbound	EDU / AMU updates each year		For customers with AMU in progress, annual updates in April to tell them where they are / what final is - show it on
7777				Outbound	Service rate comparison to other comparables		How do rates for our services compare to other comparable utilities? Provide context as way of explaining.
7777				Outbound	Customer Success Stories		We have customers that have had a lot of benefit from the KMPUD, should we research and highlight these?
7777				Outbound	Social Media presence		Should we consider hiring someone to focus on this.
7777				Outbound	Content of snow removal text messages		What is the content that should be in the text messages?
7777				Outbound	Snow Removal talking points		Discuss key messaging around Snow Removal that should be included in outbound communications.
7777				Outbound	Propane talking points		Discuss key messaging around Propane that should be included in outbound communications.
7777				Policy	Publishing of non-KMPUD related topics		Should KMPUD mention other topics, e.g., KMD (potholes), KMR announcements (e.g., parking reservations)?
7777				Policy	Community involvement for specific topics		What do we do when customers raise issues, whether they are:
8888	Recurring	Committee	Aug 13, 2026	Outbound	Newsletter subscriber campaign		Periodically revisit our newsletter subscriber campaign: Annually for a full review and as needed for small updates
9001	Done		Feb 8, 2024	Policy	General Protocols / Procedures		Create a document that outlines the Districts general protocols and procedures for customer communications.
9002	Done		Apr 11, 2024	Policy	Snow Removal Protocols / Procedures		Create a document that outlines District communications for the specific service.
9003	Done		Apr 11, 2024	Policy	Electricity Protocols / Procedures		Create a document that outlines District communications for the specific service.
9004	Done		Apr 11, 2024	Policy	Propane Protocols / Procedures		Create a document that outlines District communications for the specific service.
9005	Done		Apr 11, 2024	Policy	Water Protocols / Procedures		Create a document that outlines District communications for the specific service.
9006	Done		Apr 11, 2024	Policy	Wastewater Protocols / Procedures		Create a document that outlines District communications for the specific service.
9007	Done		Apr 11, 2024	Policy	Solid Waste Protocols / Procedures		Create a document that outlines District communications for the specific service.
9008	Done		May 9, 2024	Policy	Fire and Emergency Medical Services Protocols / Procedures		Create a document that outlines District communications for the specific service.
9009	Done		May 9, 2024	Marketing	New KVFD logo		The KVFD is drawing up a new logo and our Committee will provide feedback.
9010	Done		Jun 13, 2024	Outbound	Noting that comments / results will be public		When we create community surveys, note comments / results will be public (but not identifiable).
9011	Done		Jul 11, 2024	Outbound	Fire & EMS Communications Letter to Community		The KMPUD Board approved a number of items from the 7/5/24 meeting, this task is to outline the plan.
9012	Done		Aug 8, 2024	Outbound	Bi-annual customer survey		Review questions and ensure survey goes out according to District policies
9013	Done		Aug 8, 2024	Website	Electricity FAQ		Create a FAQ about specific service questions to post on the website.
9014	Done		Aug 8, 2024	Website	Propane FAQ		Create a FAQ about specific service questions to post on the website.
9015	Done		Aug 8, 2024	Website	Snow Removal FAQ		Create a FAQ about specific service questions to post on the website.
9016	Done		Aug 8, 2024	Website	Solid Waste FAQ		Create a FAQ about specific service questions to post on the website.
9017	Done		Aug 8, 2024	Outbound	Energy Rebate program		We need to communicate to customers the new Energy Rebate program approved by the Board.
9018	Done		Sep 12, 2024	Outbound	Newsletter content policy		Define guidelines Staff should use to communicate content to customers in the newsletter.
9019	Done		Oct 10, 2024	Outbound	Snow removal contact policy		HOAs will provide KMPUD 2 contacts for snow removal contracts, individual owners who have questions will be
9020	Done		Nov 14, 2024	Outbound	Newsletter subscriber campaign		Create a plan for Staff to execute in order to increase the number of KMPUD newsletter subscribers.
9021	Done		Nov 14, 2024	Outbound	Bi-annual customer survey - thank you / summary		Create a survey summary email to send to all customers thanking them and discussing next steps.
9022	Done		Nov 14, 2024	Website	Water FAQ		Create a FAQ about specific service questions to post on the website.
9023	Done		Nov 14, 2024	Website	Wastewater FAQ		Create a FAQ about specific service questions to post on the website.
9024	Done		Nov 14, 2024	Website	General FAQ		Create a FAQ about general District questions to post on the website.
9025	Done		Nov 14, 2024	Website	Fire and Emergency Medical Services FAQ		Create a FAQ about specific service questions to post on the website.
9026	Done	Committee	Jun 12, 2025	Outbound	Propane Rate Changes Communication	Community Notice	Advise Propane customers of newly adopted rates.
9027	Done	Committee	Jul 10, 2025	Outbound	Manganese Waiver cover letter	Communication & Survey	Educate customers about Manganese, develop a cover letter, distribute survey.
9028	Done	Staff	Aug 14, 2025	Website	Update broken links to documents	Review website for broken links	Document links were broken when moving to a cloud service, fix the broken links.