



**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, February 9, 2019 – 8:00 AM**

**BOARD MEETING MINUTES**

Eric Richert, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Geoff Smith, President

Standish O'Grady, Treasurer  
Robert Epstein, Assistant Secretary

**1. CALL TO ORDER**

*President Smith*

Determining a quorum present, President Smith called the meeting to order at 8:04am.

**2. ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present:

President Smith, Directors Richert, Epstein, Dornbrook, and O'Grady

Staff Present:

Assistant General Manager Rick Ansel, Assistant Manager Operations Brandi Benson, Clerk of the Board Jessica Gillies, and IT Representative Drew Meter

Others Present:

Frank Dixon (Kirkwood Property Services), Bertrand Perroud (Kirkwood Meadows Association)

**3. ANNOUNCEMENTS**

*Assistant General Manager Ansel*

Assistant General Manager Ansel welcomed members of the public to this regular board meeting and stated this meeting is being fed live over the internet and the public can view this meeting by going to our website, [www.kmpud.com](http://www.kmpud.com) and following the appropriate link. If the public would like to make a comment, they may send an email to [ransel@kmpud.com](mailto:ransel@kmpud.com) and the Board will respond. Members of the public are asked to identify themselves when making comments.

**4. COMMENTS FROM THE AUDIENCE:**

None

**5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:**

None

**6. ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes of January 12, 2019**  
Approve January 12, 2019 Board Meeting Minutes
- b. **Emergency Board Meeting Minutes of January 22, 2019**  
Approve Emergency Board Meeting Minutes of January 22, 2019
- c. **Current Consent for Claims**  
Approve Current Consent for Claims
- d. **Receivables/Shut Offs Report**  
Review Receivables/Shut Offs Report

Director Richert motioned to adopt the Consent Calendar as presented. Director Epstein seconded the motion and it carried by the following voice vote:

AYES: President Smith, Directors Richert, Epstein, Dornbrook, and O’Grady

NOES: None

ABSENT: None

ABSTAINING: None

**7. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION:**

None

**8. ITEMS FOR BOARD ACTION**

a. **Finances. Discussion and Possible Action Regarding the District’s Financials.** *Assistant General Manager Ansel*

- i. **December Actuals.** Director O’Grady summarized Assistant Manager McBride’s financial report. It was noted that the variances on the Balance Sheet are due to the timing of the Switch Station Project costs and the transfer to the Cushion of Credit. The Combined Income Statement was presented noting that due to the outstanding Switch Station Projects costs that were recently booked, it was necessary to allocate a portion on property tax revenue to the Electric fund in order to meet TIER ratio covenants with RUS for the 2018 calendar year. Year-to-date revenues are up from planned and include property tax revenues. Year-to-date total operating revenues are up from planned. Income Statements were presented for each department.
- ii. **January Preliminaries.** January and year-to-date Operating revenues are up from planned.
- iii. **Cash Waterfall.** Cash flow is better than planned.
- iv. **Budget Variance Tracking.** Assistant Manager Ansel noted the repair of the Hi-Core machine and Centrifuge repair at the Wastewater Treatment Plant and repair of the T-1 communications line have been added to Budget Variances.

Director Richert noted that he believed Snow Removal is under budget and can possibly absorb anticipated overtime labor hours. Discussion ensued regarding the one-time payment to PG&E.

b. **Performance Reporting & Aquifer Levels.** *Discussion. Assistant Manager, Operations Benson*

Assistant Manager Benson presented performance reporting for each department for the month of January. Aquifer levels for the month of January were presented noting that Well 4/5 level is lower than average.

c. **Mission Statement & Strategic Goals.** *Discussion and possible action. Assistant General Manager Ansel*

Assistant General Manager Ansel presented the final draft of the Mission Statement and Strategic Goals. Director Richert reported on Planning Committee discussions regarding specific wording of the Mission Statement and Strategic Goals. Discussion ensued regarding the Strategic Goals.

President Smith motioned to adopt the changes to the Mission Statement and Strategic Goals as presented with the addition under Strategic Goals of ‘and satisfaction’ to the sentence “Develop and implement high standards of customer service.”, making that sentence read: “Develop and implement high standards of customer service and satisfaction.” Director O’Grady seconded the motion and it carried by the following voice vote:

AYES: President Smith, Directors Richert, Epstein, Dornbrook, and O'Grady  
NOES: None  
ABSENT: None  
ABSTAINING: None

d. **Mid-Season Snow Removal Review.** Discussion. *Assistant General Manager Ansel*

Assistant General Manager Ansel detailed the Mid-Season Snow Removal Review including challenges the District has faced this winter, labor shortage, equipment issues, routes, use of sand on roadways, customer requests and notifications, and GPS tracking data. Kirkwood Meadows Association Board member, Bertrand Perroud, presented his analysis of snow removal GPS tracking data. Discussion ensued regarding GPS tracking data, specific aspects of the Snow Removal Service, and creating a Snow Removal Sub-Committee of the Operations Committee. Director Dornbrook will place the Snow Removal Sub-Committee topic on the next Operations Committee Agenda.

9. **OPERATIONS REPORT** *Assistant General Manager Ansel*

Assistant General Manager Ansel reported on:

1. The ground fault and the subsequent service line replacement at Base Camp HOA.
2. Hi-Core machine and Centrifuge failure at the Wastewater Treatment Plant.
3. Propane issues:
  - meter protection reminder sent to customers
  - vaporizer failure
  - tank equalization failure

10. **STANDING COMMITTEE REPORT**

a. **Planning Committee**

Director Richert reported on Planning Committee discussions regarding:

1. Employee housing funding alternatives presentation by Director Epstein
2. A possible study by UC Davis and UC Berkeley students on installation of electric heat pumps for larger buildings as an alternative to propane.
3. Out-Valley cameras and drone services.

b. **IT Committee**

Director Epstein reported the IT Committee did not meet.

c. **Operations Committee**

Director Dornbrook reported all items were covered.

d. **Finance Committee**

Director O'Grady reported on Finance Committee discussions regarding:

1. Encouraging customers to receive bills via email and pay bills through ACH (Automated Clearing House).
2. Review of costs savings through purchasing electricity on the day-ahead market vs. hedging.
3. Recommendations from classes attended by General Manager Christeson and Assistant Manager McBride.

e. **Personnel Committee**

President Smith reported the Personnel Committee did not meet.

**11. TEMPORARY ADVISORY COMMITTEE REPORT**

Director Richert reported General Manager Christeson and Assistant General Manager Ansel will meet with Alpine County officials on February 19 to discuss Fire Department funding possibilities. In addition, General Manager Christeson is developing a request for proposals to obtain a consultant to develop a special tax to aid in Fire Department funding.

**12. GENERAL DISCUSSION**

None

**13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:08am.  
*(The next Regular Board Meeting is Saturday, March 9, 2019 at 8:00am)*

  
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Jessica Gillies, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District