



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, April 8, 2017 – 8:00am

BOARD MEETING MINUTES

Standish O'Grady, Treasurer
Eric Richert, Vice President

BOARD MEMBERS
Robert Epstein, President

Peter Dornbrook, Secretary
Geoffrey Smith, Assistant Secretary

1. CALL TO ORDER

Determining a quorum present, President Epstein called the meeting to order at 8:00 am.

President Epstein

2. ROLL CALL

Board of Directors Present:
Staff Present:
Others Present:

Directors Epstein, Richert, Smith, Dornbrook, O'Grady
Manager Michael Sharp, Rick Ansel, Kelly McBride and Brandi Benson.
Community Members Judy Flinn, Melene Smith, Caroline Scott.
Community Member Cheryl Stern participating via teleconference.
Kirkwood Capital Partners representative John Reiter. Kirkwood Village
Development representative Nate Whaley participating via
teleconference.

Secretary Dornbrook

3. ANNOUNCEMENTS

General Manager Michael Sharp stated that this Regular meeting is being fed live over the internet and that the public can view this meeting by going to our website, www.kmpud.com and following the appropriate link. If the public would like to make a comment they may send an email to msharp@kmpud.com and the Board will respond. Members of the public should identify themselves when making comments.

4. COMMENTS FROM THE AUDIENCE

None.

5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR

Director Richert requested to pull the March 2017 Board Meeting minutes.
Manager Sharp requested moving the first part of the General Managers report to take place during the beginning of the meeting. The second part will take place as on the Agenda.

6. ADOPTION OF THE CONSENT CALENDAR

- a. **Approve Regular Board Meeting Minutes: February 11, 2017 and March 11, 2017**
- b. **Approve Current Consent for Claims**
- c. **Review Receivables/Shut Offs Report**
- d. **Appointment of Jessica Austin to Fill Clerk of the Board Position**

Director O'Grady motioned to approve the Adoption of the Consent Calendar with the exception of the March 2017 Regular Board Meeting minutes. Director Richert seconded the motion and it carried by the following voice vote:

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

7. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION/ACTION

March 11, 2017 Regular Board Meeting minutes removed from the Consent Calendar and brought forward for correction.

Director Richert suggested a correction to item 8c, page 14 in the Board Packet. Bullet points should include the statement "annually for three years". The correction was made.

Director Richert motioned to approve the corrected Regular Board Meeting Minutes for March 11, 2017. Director Smith seconded the motion and it carried by the following voice vote:

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

Manager Sharp separated the General Managers Report into two parts. The first part will take place at the beginning of the meeting and the second part will take place as on the Agenda.

Manager Sharp summarized two weather related structure fires occurring in March 2017, and introduced Assistant General Manager, Rick Ansel. Assistant General Manager Ansel provided details on the response and investigation for both structure fires occurring on March 25 and March 31, respectively. Assistant Manager Operations, Brandi Benson, was introduced and summarized District response to the structure fires, including Propane Safety, Community Notices sent, patrols in the Valley to identify homes that are at risk of snow related damage to their propane system, and Community outreach emphasizing safety and access to individual propane systems. Manager Sharp summarized the use of the emergency notification system, alerts on kmpud.com and District staff response to propane safety concerns. District staff is concentrating on:

- In-Valley capacity: Pursuing the purchase and installation of a 37,900-gallon propane tank.
- New structure design for Vaporizer Equipment protection.
- Service Lines: Identify all meter locations, accessibility, appropriate meter protection and possibly change and/or update existing propane regulations.

Discussion ensued regarding creating more stringent rules and enforcement of requirements through HOAs, and Fire and Propane Ordinances.

8. ITEMS FOR BOARD DISCUSSION

- a. **Finances. Discussion and Possible Action Regarding the District's Financials.** *Accounting Manager McBride* Lead: Finance Committee

Accounting Manager McBride presented the February Financials, March Preliminaries, Departmental Income Statements, Operations and Maintenance Overages, Known Variances, and the Cash Waterfall. Manager McBride then took questions from the Board.

- b. **2018-2022 District Budget Presentation.** Discussion and Possible Action Regarding the District's 2018-2022 Financial Budget. *Manager Sharp*
- i. Timeline
 - ii. Assumptions
 - iii. Summary Sheets
 - iv. Income Statements
 - v. Capital Plan
- Lead: Finance Committee

Manager Sharp summarized the progress on the 2018-2022 Budget, including changes that have been made, the Fund Transfers line item, and what is left to do. The balance of assumptions will be updated after section 8. Discussion ensued regarding property tax revenue. A final 2018-2022 Budget will be ready for review and revisions on May 6, 2017.

- c. **Rate Adjustments.** Presentation and Possible Action on the Draft Rate Study, Ordinance, Regulation and Notice of Public Hearing to be Used in Adjustment of Water, Wastewater, Solid Waste and Irrigation Water Rates Effective September 1, 2017. *Manager Sharp*
- Lead: Finance Committee

Manager Sharp reviewed the decision to abandon the Base Rate Methodology and summarized the rate adjustment for Water, Wastewater, Solid Waste and Irrigation Water rates. A draft of the Customer Notice was reviewed and each Board member was given an example of the impacts to their individual accounts. Discussion ensued regarding presentation, content and layout of the table of average billed use on the Customer Notice.

Director Richert motioned to call for a Notice of Public Hearing be sent out to customers and to hold the Public Hearing on June 3, 2017, as approved by the President. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

President Epstein took comments from the Public.

- d. **Snow Removal.** Preliminary Presentation, Discussion and Possible Action Regarding the Snow Removal Service's Performance and Accident Summary During 2016-2017 and Contracts and Needed Equipment for the 2017-2018 Winter Season. *Manger Sharp*
- i. Snowcat
 - ii. Loader

Manager Sharp gave a preliminary update on Snow Removal, including snow totals, operations costs, damages, financial losses and overages, and the use of GPS devices on Snow Removal Equipment. Data from GPS devices is used by staff to evaluate contract amounts and has resulted in the proposal of a 5% increase or decrease to all contracts in addition to a 5% increase to all contracts due to the large amount of snow received this winter. Discussion ensued regarding contract dollar amounts.

Director Richert motioned to share estimated 2017-2018 contract amounts with HOAs with the addition of operator input and snow stake costs. Director Smith seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Manager Sharp presented information on the possible purchase of a Piston Bulley Snowcat and a Heavy Loader.

- e. **School Site Parking.** Discussion and Possible Action Regarding Kirkwood Village Development's Plan to Construct a Parking Lot on the Old-School Site Next to the District's Wastewater Treatment Plant. *Manager Sharp*

Manager Sharp welcomed Nate Whaley, Kirkwood Village Development. Manager Sharp summarized the parking plan and the District's concerns. Nate Whaley reviewed the parking lot proposal including the need for more parking in the Valley, the current limitations, public input and timing of the application submission. Director Richert summarized the Planning Committee discussion on vehicle/pedestrian traffic and snow storage. Discussion ensued regarding tree removal, easements, meadow conservation, pavement and maintenance responsibility. The District is waiting on a parking plan for this area from Vail.

- f. **Employee Housing.** Discussion and Possible Action on a Proposal to Amend the Specific Plan to Allow for a Development Fee Structure to provide for Future Employee Housing and Refurbishments. *Manager Sharp*

Manager Sharp reviewed the 2003 Specific Plan, Appendix 5, requiring employee housing be built in the Valley and summarized new options, the history of development and the Deed Transfer System. New options include a Housing Authority, A Fee in Lieu System, and a Connection Fee. Nate Whaley, Kirkwood Village Development, was introduced and summarized the need for a predictable, transparent system for developers and a future proposal for a Fee in Lieu System. Discussion ensued regarding the Fee in Lieu concept and the needs of the community.

- g. **Chili Cook Off.** Discussion and Possible Action on the District's Potential Participation in Operating the Annual Kirkwood Chili Cook Off. *Assistant General Manager Ansel*

Assistant General Manager Ansel summarized the concept of the Chili Cook Off and introduced John Reiter. John Reiter summarized the Kirkwood Community Association (KCA) Board's decision to give KMPUD the lead on the Chili Cook Off with support from KCA staff. Cheryl Stern was introduced and stated she would be happy to volunteer organizing this event for the District and KVFD. Cheryl summarized the event organizing, including fixed costs and needed staff time. Discussion ensued regarding who sponsors the event, who pays the fixed costs and the fundraising target.

Director O'Grady motioned that KMPUD take over operating the Chili Cook Off. Director Dornbrook seconded the motion and it carried by the following voice vote:

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

Discussion ensued regarding possible compensation for key volunteers, utilizing teen labor and a possible staff position dedicated to fundraising and grant writing.

- h. **Summer Operations/ Projects.** Presentation and Possible Action on Plans for Capital and Operational Projects for the Kirkwood Summer Construction Season.
Assistant General Manager Ansel

Assistant General Manager Ansel summarized the planned Summer Operations Projects and Capital Projects. Director O'Grady requested a timeline for the projects in the next meeting Packet.

- i. **Electric Vehicle Charging.** Presentation and Possible Action on a Proposal From EV Charging Pros to Conduct an Educational Seminar for the Board on the Electric Vehicle Charging Infrastructure Market and Opportunities for the District. *Assistant Manager Benson*

Assistant Manager Benson presented the need for an information session with John Kalb of EV Charging Pros and what the District needs to know moving forward. Discussion ensued regarding possible funding from the Air Resources Control Board and sending the topic back to John Kalb for more research.

- j. **Discussion and Possible Action Regarding Climate Change:**
- i. District Endorsement of the Citizens Climate Lobby (CCL) Carbon Fee and Dividend Proposal
 - ii. District Endorsement of the Existence, Work and Growth of the Congressional Climate Solutions Caucus;
 - iii. District Endorsement of CCL's Request to Congress to Take Positive Action on Combating Climate Change
Assistant Manager Benson
 Lead: Planning Committee

Assistant Manager Benson summarized endorsement options for possible action on Climate Change. Discussion ensued regarding action and encouraging Congressman Tom McClintock to participate in the Climate Solutions Caucus.

Director Richert motioned to endorse the CCL letter to congress to take positive action on Climate Change and encourage Congressman Tom McClintock to participate in the Climate Solutions Caucus. Director Smith seconded the motion and it carried by the following voice vote:

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

- k. **Federal Disaster Assistance.** Discussion and Possible Approval of Resolution 17-4 Approving Project Assurances for Federal Assistance and Designating a Governing Body Representative. *Assistant Manager Benson*
Lead: Operations Committee

Assistant Manager Benson summarized the Federal and State funding assistance available for the Federal disaster that was declared for the Atmospheric River Event that occurred January 3-12, 2017. Resolution 17-4 establishes Manager Benson as the authorized representative for the District.

Director Dornbrook motioned to adopt Resolution 17-4. Director O'Grady seconded the Motion and it carried by the following voice vote:

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

- l. **Performance Reporting.** Discussion and Possible Action Related to District's Research and Efforts to Improve the Efficiencies and Minimize the Losses of Each Department as Measured in Performance Reporting. *Assistant Manager Benson*
Lead: Operations Committee

Assistant Manager Benson summarized March 2017 Performance Reporting for Electric, Propane, Water and Wastewater. At the request of the Board, Assistant Manager Benson will produce a five-year Performance Report and a report of electrical losses.

9. GENERAL MANAGER REPORT (Discussion may take place however no action will be taken.)

a. Wastewater System Improvements

Manager Sharp reviewed needed improvements to the Wastewater Collection System, handed out a project schedule and reviewed first steps.

b. Out Valley Maintenance

Manager Sharp reviewed the Out Valley Maintenance Plan and updated the Board on a cancelled PG&E outage.

10. OPERATIONS REPORT (Discussion may take place however no action will be taken.) *Assistant General Manager Ansel*

a. KVFD Summer Festival

Assistant Manager Ansel covered this topic under section 8g and section 8h.

11. STANDING COMMITTEE REPORTS

a. Finance Committee

Manager McBride reported that audit preparation has begun and initial paperwork has been completed.

b. Planning Committee

Director Richert reported staff has been requested to pursue grant writers through various resources. The Fire Master Plan is expected to be reviewed in June and funding options are being researched for Emergency Services.

c. Operations Committee

Director Smith reported all committee items were covered.

d. Personnel Committee

President Epstein reported:

- The continuance of the subsidized employee housing program.
- Worker's Comp Insurance for KVFD will no longer be covered by ACWA/JPIA, it will now be covered by the Special District Risk Management Authority.
- Update on the search for a General Manager replacement.

12. GENERAL DISCUSSION

Director Dornbrook discussed snow removal damage, loss of leach field controls and the proposed unpaved parking lot at the old-School Site. President Epstein followed up with an overview of discussions with Vail executives regarding encouraging more economic activity in the Valley.

13. ADJOURNMENT (The next Regular Board Meeting is scheduled for Saturday, May 6, 2017 at 8:00 a.m.)

There being no further business, the meeting was adjourned.



Michael Sharp, General Manager



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District