



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

**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**Sunday, July 1, 2018 – 8:00am**

**BOARD MEETING MINUTES**

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Eric Richert, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Geoff Smith, President

Standish O'Grady, Treasurer  
Robert Epstein, Assistant Secretary

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**1. CALL TO ORDER**

*President Smith*

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

**2. ROLL CALL**

*Assistant Secretary Epstein*

Board of Directors Present:

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

Staff Present:

General Manager Erik Christeson, Assistant General Manager Rick Ansel, Assistant Manager Operations Brandi Benson, Assistant Manager Administration Kelly McBride, Clerk of the Board Jessica Austin, IT Representative Drew Meteer, Fire Chief Shawn Trevett

Others Present:

Terry Woodrow Alpine County Supervisor, John Reiter  
Kirkwood Property Services General Manager, Kevin Cooper  
Vail Resorts

Community Members Present:

Judy Flinn (Kirkwood Meadows Association (KMA)), Nancy Trevett (KMA), Bertrand Perroud (KMA), Larry Parker (KMA), Frank Majors (KMA), Caroline Scott (Palisades HOA) Jack and Kathy Longinotti (Lost Cabin HOA), Diane and Shawn Alexander (The Lodge), Toni Sarrica (East Meadows HOA (EMHOA)), Mike Hodgson (EMHOA)

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed members of the public 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 [echristeson@kmpud.com](mailto:echristeson@kmpud.com) and the Board will respond. Members of the public are asked to identify themselves when making comments.

**4. COMMENTS FROM THE AUDIENCE:**

KMA Homeowner and HOA President, Judy Flinn, requested a copy of snow removal GPS data and raw snow removal data including dates, times, locations of data collection and formulas used to calculate KMA's snow removal bill.

Palisades HOA President, Caroline Scott, commented on Palisades HOA snow removal contract price. KMA Homeowner, Larry Parker, suggested pricing be determined by the square footage of the area to be plowed.

KMA Homeowner, Bertrand Perroud, expressed dissatisfaction with snow removal contract amounts and methodology.

KMA Homeowner, Frank Majors, urged the Board to provide to the public a detailed explanation of the method of determining snow removal contract amounts.

KMA Homeowner, Nancy Trevett, expressed her disappointment in the snow removal contract pricing and methodology.

East Meadows HOA Homeowner, Toni Sarrica, expressed her satisfaction with the snow removal contract pricing and methodology.

East Meadows HOA Homeowner, Mike Hodgson, expressed support of the use of GPS data in determining snow removal contract pricing.

Director Dornbrook recommended placing snow removal contract pricing on the next Board Agenda for discussion.

Director Epstein provided background on the use of GPS data in determining snow removal contract pricing.

Discussion ensued regarding a study session possibly following the September 2<sup>nd</sup> Board meeting to help educate the public about the process of collecting GPS data and determining snow removal contract pricing

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

None

**6. ADOPTION OF CONSENT CALENDAR**

a. **Regular Board Meeting Minutes of June 9, 2018**

Approve June 9, 2018 Board Meeting Minutes

b. **Current Consent for Claims**

Approve Current Consent for Claims

c. **Receivables/Shut Offs Report**

Approve Receivables/Shut Offs Report

Director Richert motioned to approve the Consent Calendar as presented. Director Dornbrook 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 Manager Administration McBride*

Due to the early timing of this Board meeting June Preliminary Financials are not available.

- i. **May Actuals.** Assistant Manager McBride presented the Consolidated Balance Sheet, noting there is nothing new to report. Reviewing the Combined Income Statement for each department it was noted that the overage in Commercial Revenues is due to the back billing of Chair 11. Year-to date revenues are up from planned and includes revenues from Greenhouse Gas Auction proceeds and the back billing of Chair 11. The large savings under Cost of Goods Sold is due to a budgeted emergency supply of diesel

for the Powerhouse that was not needed. Total Year-to-Date Operating revenues are up from planned. Other Revenues are the connection fees at Lot 17 Palisades. The overage in General and Administration Contract Services is due to tax administration fees from Amador County that will be accounted for in next year's budget. The overage in revenues for the Fire Department is due to fire impact fees received for Lot 17 Palisades. Water fund continues to show down from planned due to a calculation error in base rate revenue that was discussed at the April 14 Board meeting.

- ii. Cash Waterfall. Updated cash flow through 2023 does not include June actuals. May EBITDA is up from planned
  - iii. Budget Variance Tracking. The only change from last month is updated costs for the iPad App development.
- b. **2018-2019 District Budget Presentation. Discussion and possible approval of Resolution 18-05 Approving the District's FY 2018-2019 Operating Budget and Capital Plan Budget for the 2019-2023 Capital Period.** *General Manager Christeson*

Assistant Manager McBride presented the final Fiscal Year 2018-2019 Operating Budget and Capital Plan Budget for the 2019-2023 Capital Period, noting a change from the last iteration is revenue from the 2018 Summer Festival was required to be posted to fiscal year 2018 due to the Summer Festival taking place on June 30. Director O'Grady stated the Finance Committee unanimously recommends approval of the Fiscal Year 2018-2019 Operating Budget and Capital Plan Budget for the 2019-2023 Capital Period.

Director O'Grady motioned to approve Resolution 18-05 Approving the 2018-2019 Operating Budget and Capital Plan Budget for the 2019-2023 Capital Period. Director Richert seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- c. **Performance Reporting and Aquifer Levels.** *Assistant Manager, Operations Benson*

Assistant Manager Benson presented Performance Reporting for May for each department, noting that June's report is not included due to the early timing of this Board meeting. At the Board's request, Assistant Manager Benson included a detailed month to month comparison between water and wastewater and a staff report by Superintendent Dornbrook analyzing month to month water loss trends.

- d. **2018 ISO Fire Protection Survey.** *Chief Trevett*

Chief Trevett summarized the 2018 ISO (Insurance Services Office) Fire Protection inspection and results, answering questions throughout his presentation. The Kirkwood Volunteer Fire Department (KVFD) maintains an ISO Rating of 4.

- e. **Fire / Emergency Services Funding Sub-Committee Report. Update and Possible Action Regarding Sub-Committee Recommendations for Fire and Emergency Services Funding.** *General Manager Christeson and Chair Richert*

Director Richert summarized the Fire Services Funding Temporary Advisory Committee discussions regarding different possibilities to aid in funding KVFD. Discussion ensued regarding funding opportunities. A final written summary of funding goals will be available for the August 11 Board meeting.

f. **Kirkwood Chili Cook Off. Discussion and Possible Action on Chili Cook Off.** *Assistant General Manager Ansel*

President Smith noted that on April 8, 2017, through Board action, KMPUD agreed to take over the planning and operation of the Chili Cook Off from the Kirkwood Community Association (KCA). Assistant General Manager Ansel summarized discussions with John Reiter, Kirkwood Property Services General Manager, regarding giving the planning and operating of the Chili Cook Off back to the KCA. Assistant General Manager Ansel noted that John Reiter has agreed to take back the Chili Cook Off. Discussion ensued and questions from the Board were answered.

Director Richert motioned to approve releasing KMPUD of responsibilities of planning and operating the Chili Cook Off and hand those responsibilities back to the KCA. 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

g. **General Manager Objectives FY 2018/2019. Discussion and Possible Update.** *General Manager Christeson*

Review and possible adoption of General Manager Objectives will be postponed until the August 11 Board meeting. Discussion ensued regarding specific objectives.

9. **GENERAL MANAGER REPORT** *General Manager Christeson*

General Manager Christeson reported on:

1. Central Sierra Economic Development workshop taking place on July 26 in Murphys, CA.
2. CSDA General Manager Conference that took place on June 24-26.
3. Employee annual performance reviews.
4. HOA meetings that took place on June 30.
5. Kirkwood Independence Day parade at 11:00.

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

Assistant General Manager Ansel reported on:

1. Renewable Energy Credits (RECs) requirements. Assistant Manager Benson summarized discussions with the California Energy Commission (CEC) regarding the District's Renewable Portfolio Standards (RPS) exemption and recently adopted state legislation that changes exemption requirements. Counsel has been retained to work directly with CEC to resolve the issue.
2. The 2018 Summer Festival, a Fundraiser for the Kirkwood Volunteer Fire Department, that took place on June 30. The final amount of funds raised will be available at the August 11 Board meeting.
3. The annual Water Quality Consumer Confidence Report now available on kmpud.com and at the District office.
4. The District's Chipping Program. Director Richert suggested sending communications to property managers and HOA Presidents regarding information about the chipping program in addition to the articles previously in the newsletter.

**11. STANDING COMMITTEE REPORT****a. Planning Committee**

The Planning Committee will be meeting on July 5.

**b. Operations Committee**

Director Dornbrook reported on discussions regarding Inflow & Infiltration (I&I) mitigation and timing of repairs to the manholes in the meadow. General Manager Christeson provided details of the methodology of repairs to the manholes and other I&I mitigation, including smoke testing and video inspection of the collection system.

**c. Finance Committee**

Director O'Grady reported on committee discussions regarding propane rates, employee housing rental rates, and the upcoming District Audit to take place in August.

**d. IT Committee**

Director Epstein reported on Committee discussions regarding the Bi-Annual Customer Satisfaction Survey, Disaster Recovery Plan, and ADA (Americans with Disabilities Act) website compliance.

**e. Personnel Committee**

President Smith reported that the Personnel Committee met on June 28 and discussed staff and General Manager training, noting that required Ethics training for Board members is due in August.

**13. GENERAL DISCUSSION**

Director O'Grady proposed an item for discussion to be placed on the August 11 Board Agenda regarding Kirkwood Mountain Resort's closing date.

**14. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:25am  
(The next Regular Board Meeting is Saturday, August 11, 2018 at 8:00am)

  
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Jessica Austin, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District