



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, September 2, 2018 – 8:00am

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

Vice President Richert

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

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present:
Board of Directors Absent:
Staff Present:

Directors Richert, Epstein, Dornbrook, and O'Grady
President Smith
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,
Terry Woodrow (Alpine County Supervisor), John Reiter
(General Manager, Kirkwood Property Services)
Community Members Present:
Caroline Scott (Palisades HOA President), Bertrand Perroud
(Kirkwood Meadows Association (KMA)), Judy Flinn (KMA),
Frank Majors (KMA)

Others Present:

Community Members Present:

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to this special 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 and following the appropriate link. If the public would like to make a comment, they may send an email to 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:

Judy Flinn, KMA homeowner, requested a step-by-step procedure of how snow removal contract prices are determined. Bertrand Perroud, KMA homeowner, presented his analysis of snow removal GPS data. Caroline Scott, Palisades HOA President, expressed concerns regarding snow removal contract pricing. Frank Majors, KMA homeowner, asked questions regarding snow removal GPS data. Discussion ensued regarding the upcoming Snow Removal Study to take place on Saturday, October 13 at 10:15am. Bertrand Perroud commented regarding the Customer Satisfaction Survey.

5. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:

None

6. ADOPTION OF CONSENT CALENDAR

- a. **Regular Board Meeting Minutes of August 11, 2018**
Approve August 11, 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 Dornbrook motioned to approve the Consent Calendar as presented. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: President Smith

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*
 - i. **July Actuals.** Assistant Manager McBride presented the Consolidated Balance Sheet, noting the operating cash was down from planned due to the timing of the Bank of the West loan. The Combined Income Statement was presented for each department noting the negative balance in other revenues in the electric department is due to a reversal of penalties on Vail Resorts account for the back payment for Chair 11 electric use. There is a large overage in wages and benefits in the Snow Removal department due to equipment testing. The variance from budget in the Propane department is due to the Propane Leak Survey that was budgeted to take place in July but was delayed and took place in August. July EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortization) is up from planned.
 - ii. **Cash Waterfall.** There is nothing new to report due to the early timing of the Board meeting.
 - iii. **Budget Variance Tracking.** Snow removal wages and benefits were added to budget variances.

Throughout her presentation Assistant Manager McBride answered questions.

- b. **2018 Customer Survey Results. Discussion.** *Clerk of the Board Austin*

Clerk Austin presented final results of the 2018 Customer Satisfaction Survey including a comparison to the 2016 Customer Satisfaction Survey. Discussion took place throughout her presentation.

- c. **Volunteer Firefighter Assistance Grant. Discussion and possible action.** *Assistant General Manager Ansel*

Assistant Manager Ansel summarized the Department of Forestry Volunteer Firefighter Assistance Grant that the Kirkwood Volunteer Fire Department (KVFD) was awarded and presented possible equipment purchases using the grant funds. Discussion ensued regarding KVFD's equipment needs.

Director O’Grady motioned to approve Resolution 18-09 approving the Department of Forestry and Fire Protection Agreement #7FG18057. Director Dornbrook seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: President Smith

ABSTAINING: None

d. **Propane Bulk Tank Internal Valves. Update.** *Assistant Manager, Operations Benson*

Assistant Manager Benson gave an update on the replacement of the propane bulk tank internal valves including timing and costs of the project which were within the amount previously authorized by the Board.

e. **Propane Leak Survey Results. Discussion.** *Assistant Manager, Operations Benson*

Assistant Manager Benson detailed the requirement from the CPUC (California Public Utilities Commission) to perform a leak survey of the propane distribution system every five years. Leak survey results and repairs currently taking place were presented. Discussion ensued regarding the leak survey results.

f. **Wildfire Mitigation Plan. Discussion and Possible Action.** *Assistant Manager, Operations Benson*

Assistant Manager Benson detailed Senate Bill 1028, which requires that public utilities minimize the risk of catastrophic wildfire posed by above ground electrical equipment. A specific requirement of SB 1028 is that the Board determine whether the District’s operational area is at risk of catastrophic wildfire and develop wildfire mitigation measures if needed. District staff reviewed historic fire data, local conditions, and the 2016 Amador Fire Safe Council Protection Plan and determined that the area of the District’s overhead electric line may have a significant risk of catastrophic wildfire associated with District infrastructure. Director Richert summarized the Planning Committee discussion and recommendation to approve Resolution 18-10, On Compliance with Catastrophic Wildfire Legislation. Discussion ensued regarding developing a catastrophic wildfire mitigation plan.

Director Epstein motioned to approve Resolution 18-10 On Compliance with Catastrophic Wildfire Legislation. Director O’Grady seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: President Smith

ABSTAINING: None

g. **PG&E Interconnection Agreement & Transfer Facilities Agreement. Update on Amendment #1.** *General Manager Christeson*

General Manager Christeson summarized the PG&E Interconnection Agreement and Transfer Facilities Agreement (Agreement) that has been approved and signed by the District and PG&E and submitted to FERC (Federal Energy Regulatory Commission). Director Epstein provided details of the Agreement, which include deeding back the high voltage overhead line to PG&E and paying a one-time payment to cover all maintenance of the overhead line in perpetuity.

Discussion ensued regarding the steps taken to reach the Agreement. General Manager Christeson detailed sources and timing of the availability of funding to make the one-time payment to PG&E.

h. **2019 Summer Festival Fundraising Goal. Discussion and Possible Action.** *General Manager Christeson*

General Manager Christeson summarized Planning Committee discussions and the Committee recommendation to set the 2019 Summer Festival Fundraising goal at \$30,000, assuming the level of volunteers and key volunteers remained the same. Director Richert detailed the Planning Committee discussion regarding the organization and planning of the Summer Festival. Discussion ensued regarding volunteer support and educating the public about the functions of the Kirkwood Volunteer Fire Department.

Director Epstein motioned to approve setting the fundraising goal at \$30,000 for the 2019 Summer Festival. Director O'Grady seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: President Smith

ABSTAINING: None

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

General Manager Christeson reported on:

1. Wastewater blockage and spill that occurred on August 30th at a manhole on Wintergreen.

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

Assistant General Manager Ansel reported on:

1. The 38th Annual 5K/10K & Kids Fun Run that took place on September 1st.
2. Flood mitigation at the East Lift
3. Chipping program

11. **STANDING COMMITTEE REPORT**

a. **Finance Committee**

Director O'Grady reported the Finance Committee has not met since the last Board meeting.

b. **Planning Committee**

Director Richert reported on Committee discussions regarding:

1. The possibility of the District offering storm drain maintenance on a contract basis. The Committee's recommendation is to focus on communicating to the community that storm drain maintenance is the responsibility of each HOA and the District should gauge HOA interest in contracting for these services.
2. The District's role in economic development in Kirkwood. The recommendation of the Committee is to review the District's Mission Statement to clarify the District's role in economic development. Director Epstein requested an Agenda item for the next Board meeting to propose that the District's Mission Statement be changed to reflect the District's role in economic development and the growth of the Kirkwood community.

c. **Personnel Committee**

Director Epstein reported on Committee discussions regarding:

1. Upcoming General Manager training at a 3-week course in Utah for utility executives.
2. Board training on the Critical Nature of Communications to take place directly following the November Board meeting.
3. Updating the Employee Handbook.

d. **Operations Committee**

Director Dornbrook reported on repairing the roofs of the Wastewater Treatment Plant, the Community Service Building, and Lava Rock Lodge. Bids for repair are being re-submitted to reflect prevailing wage.

e. **IT Committee**

Director Epstein reported on Committee discussions regarding:

1. The 2018 Customer Survey results and how to increase communications.
2. Caltrans information integration into District communications with the community.
3. Adoption of an IT Disaster Recovery Plan.
4. Changes to kmpud.com to comply with ADA (Americans with Disabilities Act) standards.
5. Adoption of a Privacy Policy.

13. TEMPORARY ADVISORY COMMITTEE REPORTS

Director Richert gave an update on Fire Funding Committee discussions and next steps in securing funding for the Fire Department.

14. GENERAL DISCUSSION

Director Epstein discussed the recently passed federal tax bill and the impact on the Kirkwood community. Discussion ensued regarding the upcoming Economic Development meeting

15. CLOSED SESSION

- a) Closed session regarding significant exposure to litigation involving one potential case concerning the CSAA vs. Kirkwood Meadows PUD
- i. Government Code § 54956.9(d)(2)

No reportable action.

- b) Closed session regarding significant exposure to litigation involving one potential case concerning Cossoul vs. Kirkwood Meadows PUD
- i. Government Code § 54956.9(d)(2)

No reportable action.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:15am.

(The next Regular Board Meeting is Saturday, October 13, 2018 at 8:00am)



Jessica Austin, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District