



**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 3, 2017 – 8:00am**

**BOARD MEETING MINUTES**

Eric Richert, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Robert Epstein, President

Standish O'Grady, Treasurer  
Geoffrey Smith, Assistant Secretary

**1. CALL TO ORDER**

*President Epstein*

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

**2. ANNOUNCEMENTS**

*Manager Sharp*

General Manager Sharp welcomed the new District General Manager, Erik Christeson and members of the public and stated this Special Board 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 [msharp@kmpud.com](mailto:msharp@kmpud.com) and the Board will respond. Members of the public should identify themselves when making comments.

**3. ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present:  
Staff Present:

President Epstein, Directors Smith, Dornbrook, O'Grady and Richert  
General Manager Michael Sharp, Assistant General Manager Rick Ansel, Accounting Manager Kelly McBride, Assistant Manager Brandi Benson and Drew Meteer

Others Present:

John Reiter: Kirkwood Property Services, Jack Longinotti: President, Kirkwood Community Association, District General Manager Erik Christeson, Community Members Nancy Trevett, Cheryl Stern and Carolyn Scott

**4. COMMENTS FROM THE AUDIENCE: None**

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

Manager Sharp requested that the General Manager Report, the Operations Report and the Standing Committee Reports be moved to take place before the Closed Session. Manager Sharp reported that due to the timing of this meeting the Receivables/Shut Offs Report is not available for review and would like to defer on Item 6c., the Receivable/Shut Offs Report.

**6. ADOPTION OF CONSENT CALENDAR**

- a. **Special Board Meeting Minutes of August 12, 2017**  
Approve August 12, 2017 Board Meeting Minutes
- b. **Current Consent for Claims**  
Approve Current Consent for Claims
- c. **Receivables/Shut Offs**  
Review current Receivables/shut Offs Report

Director Richert motioned to approve the Adoption of the Consent Calendar with the exception of Item 6c. Director O'Grady seconded the motion and it carried by the following voice vote:

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

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.**  
*Accounting Manager McBride Lead: Finance Committee*

Accounting Manager McBride presented the July Financials, reviewing the consolidated balance sheet, combined income statement, operating expenses, July EBITDA and the cash waterfall. She also provided an update on the recent Audit completed by Moss Adams and answered questions from the Board and Public.

Discussion ensued regarding changing the upcoming Finance Committee Meeting to a date when Olga from Moss Adams can attend to give an Audit and GASB68 overview.

- b. **Kirkwood 5/10K/ Chili Cook Off. Recap and Possible Action on the District's Annual Kirkwood 5/10K Run and Chili Cook Off.** *Assistant General Manager Ansel*  
**Lead: Operations Committee**

Assistant General Manager Ansel reviewed the 5K/10K and Kids Fun Run, including expected revenue and attendance. Cheryl Stern provided an overview of the Chili Cook Off, including chili makers, event attendance and the winners. No action was taken.

- c. **Wastewater Collection System. Presentation and Possible Action as to the District's Progress on Finding and Repairing Issues with the Wastewater Collection System in 2017 and Plans for the Future.** *Assistant General Manager Ansel*

Assistant General Manager Ansel detailed progress on the Wastewater Collection System repairs to date and future repairs needed. Discussion ensued regarding storm drain maintenance. Director Richert noted that storm drain maintenance will be a future Agenda Item for the Planning Committee. No action was taken.

- d. **iPad Project. Presentation and Possible Action on the New iPad Project, Designed to Give Emergency Personnel and Operations Staff Critical Site-Specific Information in the Field with the use of an iPad.** *Assistant General Manager Ansel*  
**Manager Sharp Lead: Finance Committee**

Assistant Manager Ansel gave an update on the progress of the development of the iPad Mapping App to identify utility infrastructure, track maintenance and assist emergency personnel. No action was taken.

- e. **Propane Safety. Presentation and Possible Action on the District's Efforts to Require Safe, Protected Locations for Propane Meters.** *Assistant Manager Benson*  
**Lead: Operations Committee**

Assistant Manager Benson gave an update on District efforts to have customers upgrade protection for propane meters, including photographs of vulnerable meters and examples of approved structures that have already been built. Discussion ensued and Assistant Manager Benson answered question from the Board and the public. No action was taken.

- f. **Vaporizer/ Propane Yard Project. Discussion and Possible Action Regarding the District's Propane Yard Project.** *Assistant Manager Benson*  
**Lead: Operations Committee**

Assistant Manager Benson gave an update on the progress to improve access for snow removal around the Propane Vaporizer Equipment and the Propane Storage Tanks. Discussion ensued and Assistant Manager Benson answered questions from the Board and the Public. No action was taken.

- g. **Utility Rules and Regulations. Discussion and Possible Approval of Revised Electric, Propane, Water and Wastewater Rules and Regulations.** *Assistant Manager Benson*

Assistant Manager Benson reviewed proposed changes and updates to the District's Policy Statements. A final version will be ready for review at the October 14, 2017 Board Meeting. Discussion ensued and Assistant Manager Benson answered questions from the Board.

- h. **ACES Solid Waste Contract. Continued Discussion and Possible Action on Proposal by ACES Waste Management for a Five-Year Contract Extension.** *Manager Sharp*

Manager Sharp summarized contract extension negotiations with ACES Waste Management and recommended deferring on this Item until the October 14, 2017 Board Meeting as two sections of the contract need further discussion. Staff will provide a price comparison with the South Tahoe Refuse Co. at the October 14 Board Meeting. No action was taken.

- i. **Inter-Fund Transfer and Loan. Discussion and Possible Approval of Resolution 17-12, Approving Inter-Fund Transfer and Loan of \$32,650 From Electric to Wastewater.** *Manager Sharp*

Manager Sharp reported on the need for a loan of \$32,650 to the Wastewater Department from the Electric Department to be paid back at the interest rate that the Electric Department currently receives. Manager Sharp reviewed the legality of the inter-fund loan and recommended that the Board pass Resolution 17-12 Approving the Inter-Fund Transfer and Loan and that this become a regular policy of the Board each year with a running balance kept.

Director Richert motioned to approve Resolution 17-12 Approving the Inter-Fund Transfer and Loan. Director O'Grady seconded the motion and it carried by the following voice vote:

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

- j. **General Manager Replacement. Update and Possible Action on Transition Process Relating to the New General Manager.** *Manager Sharp*  
**Lead: Personnel Committee**

Manager Sharp detailed the General Manager transition timeline. President Epstein noted that at the October 14, 2017 Board Meeting the contract with Michael Sharp to provide interim management services to the District will be finalized and require formal approval. No action was

taken.

k. **Annual Report. Presentation and Possible Action on Draft of the District's Annual Report for 2016-2017** *Manager Sharp*

Manager Sharp reviewed the 2016-2017 Annual Report, including edits completed to date and a completion timeline.

Director Smith motioned to approve the Annual Report as amended. Director Dornbrook seconded the motion and it carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

9. **GENERAL MANAGER REPORT** *Manager Sharp*

Manager Sharp reported on:

1. The upcoming District election, including that the three incumbents running will be unopposed and the Alpine County Board of Supervisors will appoint them to their Director Seats.
2. Out Valley tree removal.
3. The Peddler Hill Caltrans Maintenance Station interest in hooking up to the District's Out Valley Line, including the anticipated study by District Engineer, Michelle Gamble.
4. Caltrans slurry work on Highway 88.
5. Absorption Bed pumps.
6. Plan to update customer information.

Discussion ensued and Manager Sharp answered questions from the Board and the Public.

10. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

1. The application process with FEMA regarding the weather-related disasters that affected the District in January 2017, including discussions with a FEMA representative.
2. Aquifer levels.
3. The State Water Board inspection, including results of the inspection.
4. An overview of summer projects that are currently taking place, including fire hydrant repair, manhole repairs, the T-1 communication vault, 10% propane meter change outs, asphalt sealing and the chipping program.

11. **STANDING COMMITTEE REPORT**

a. **Finance Committee**

Director O'Grady reported that the Finance Committee did not meet in September.

b. **Planning Committee**

Director Richert reported that the Planning Committee did not meet in September.

c. **Operations Committee**

Director Smith reported that the Operations Committee did not meet in September.

d. **Personnel Committee**

President Epstein reported that the Personnel Committee did not meet in September.

e. **IT Committee**

President Epstein reported that the IT Committee did not meet in September.

**12. GENERAL DISCUSSION**

Director O'Grady inquired about the paving status in the Valley. Carolyn Scott, Kirkwood Community Association Board, reported on upcoming paving that will take place in Kirkwood Meadows Drive. A lengthy discussion ensued regarding the proposed parking lot at the old school site on Loop Road.

r. **Closed Session for**

- i. **Closed session conference with legal counsel regarding anticipated litigation – significant exposure to litigation involving one potential case concerning a dispute over compliance with KMPUD/PG&E Interconnection Agreement (Government Code Section 54956.9(d)(2)).**

No reportable action.

**13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:30am

*(The next Special Board Meeting is Saturday, October 14, 2017 at 8:00am)*



Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District



Jessica Austin, Clerk of the Board