



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, November 11, 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**

*General Manager Christeson*

General Manager Christeson thanked all veterans and active duty military on this Veterans Day. He welcomed members of the public and stated this Regular 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 [echristeson@kmpud.com](mailto:echristeson@kmpud.com) and the Board will respond. Members of the public should identify themselves when making comments.

President Epstein noted that because Director Richert is participating via teleconference all voting will take place by rollcall.

3. **ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present: President Epstein, Directors Smith, Dornbrook and O'Grady. Director Richert participating via teleconference.

Staff Present: General Manager Erik Christeson, Assistant Manager, Administration Kelly McBride, Assistant Manager Brandi Benson, Clerk of the Board Jessica Austin and IT Representative Drew Meteer

Others Present: Community Members Nancy Trevett, Judy Flinn, Bertrand Perroud, Howard Hoffman, and John Reiter of Kirkwood Property Services

4. **COMMENTS FROM THE AUDIENCE:**

Community Members Bertrand Perroud and Nancy Trevett commented regarding Kirkwood Meadows Association's Snow Removal Contract.

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

Director O'Grady requested to defer on item 6b. Current Consent for Claims. His request was accommodated.

**6. ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes of October 14, 2017**  
Approve October 14, 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 Smith motioned to approve items 6a. Regular Board Meeting Minutes of October 14, 2017 and 6c. Receivables/Shut Offs Report. 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:**

Director O'Grady asked a question regarding item 6b. Current Consent for Claims and requested to have footnotes added for the highlighted portions of the Current Consent for Claims. Assistant Manager McBride addressed Director O'Grady's question and stated she will accommodate his request. Director O'Grady motioned to approve item 6b. Current Consent for Claims. 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

**8. ITEMS FOR BOARD ACTION**

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

Assistant Manager McBride presented the September Financials, reviewing the consolidated balance sheet, combined income statement, year-to-date total revenues and operating expenses for each department, September EBITDA (Earnings Before Interest Taxes Depreciation & Amortization) and preliminary revenue estimates for October including metered vs. budgeted. No action was taken.

- b. **Snow Removal Operations. Update on Snow Removal Operations.**  
*Assistant General Manager Ansel*  
**Lead: Operations Committee**

In Assistant General Manager Ansel's absence, Assistant Manager Benson gave an update on current Snow Removal Operations including the installation of snow stakes around the Valley and hiring temporary snow removal operators for the 2017-18 winter season. Discussion ensued, General Manager Christeson and Assistant Manager Benson answered questions from the Board and the public. The Board stated that changes to the District's insurance coverage will be evaluated for next season's snow removal contracts.

- c. **Fire Services Master Plan. Discussion and Possible Action Regarding the Updated Fire Services Master Plan.** *Assistant General Manager Ansel*  
**Lead: Planning Committee**

In Assistant General Manager Ansel's absence, General Manager Christeson provided an update on continuing efforts to update the Fire Services Master Plan. The final draft version will be available at [www.kmpud.com](http://www.kmpud.com) on Monday and a recommended final version will be available by December 2017 for Board consideration. Discussion ensued, Director Richert commented on Planning Committee discussions and President Epstein provided comments regarding specifics of the Fire Services Master Plan.

- d. **Wastewater Treatment System. Update on Replacement of Pump and Installation VFD at the Absorption Beds; Update on Centrifuge Repair.** *Assistant General Manager Ansel*  
**Lead: Operations Committee**

In Assistant General Manager Ansel's absence, General Manager Christeson gave an update on the replacement of the 15 HP Pump and installation of the VFD (Variable Frequency Drive) at the Absorption Beds to be completed late November or early December 2017. General Manager Christeson also provided a detailed report on the completed centrifuge repair including diagnosis of the problem and future required maintenance. Discussion ensued, General Manager Christeson answered questions from the Board and public.

- e. **Snow Removal Equipment. Discussion and Possible Action Regarding the District's Efforts to Secure an Additional Loader for the 2017-2018 Winter Season.**  
*Assistant Manager Benson*  
**Lead: Finance Committee**

Assistant Manager Benson reported on the District's research into acquiring a new loader for the 2017-2018 winter season. She detailed issues with the existing equipment and provided four options for acquiring new equipment for the Board to consider, including staff's recommendation. Discussion ensued regarding the four options for renting or purchasing an additional loader and the finances for each option. Questions from the Board and the public were addressed by Assistant Manager Benson, General Manager Christeson and Assistant Manager McBride.

President Epstein motioned to authorize General Manager Christeson to execute Option 2, renting a new 950 loader for a year with an option to buy the loader at the end of the year. Director Smith 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

- f. **Power Purchase Agreement. Discussion and Possible Action Regarding the District's Efforts to Secure Necessary Power Procurement, Schedule and Settlement Services and Regulatory Affairs Coordination for the January 1, 2018 through December 31, 2020 Period.**  
*Assistant Manager Benson*  
**Lead: Finance Committee**

Assistant Manager Benson reported on the District's existing Power Purchase Agreement

including the upcoming expiration date of December 31, 2017. She presented the two proposals received to provide power, schedule and settlement services and regulatory affairs coordination for the next three-year period, providing a comparison of the two proposals including staff's recommendation. Director O'Grady provided the Finance Committee recommendation. Assistant Manager Benson detailed specifics of the recommended proposal.

Director O'Grady motioned to approve Resolution 17-15 Authorizing Approval of a Confirmation Transaction Between Shell Energy North America and the Kirkwood Meadows Public Utility District, and Resolution 17-16 Authorizing Approval of a Scheduling Coordinator Services Agreement Between Shell Energy North America and the Kirkwood Meadows Public Utility District and to authorize General Manager Christeson to sign on behalf of the District. Director Smith seconded the motion and carried by the following voice vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

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

Assistant Manager Benson provided an update on Performance Reporting for each department, reviewing production and losses and comparing 2016 to 2017. Discussion ensued, General Manager Christeson, Assistant Manager Benson and Assistant Manager McBride answered questions from the Board and the public.

**h. Propane Safety. Update on the District's Efforts Relative to Propane Meter Protection.** *Assistant Manager Benson*  
**Lead: Operations Committee**

Assistant Manager Benson gave an update on the residential and commercial accounts that have completed their propane meter protection upgrade, focusing on the remaining accounts that are in process of upgrading their propane meter protection to be completed by the time it starts snowing.

**i. PG&E Outage. Update on the October/November PG&E Outage** *Assistant Manager Benson*

Assistant Manager Benson gave an update on the recent PG&E Outage that took place from September 30 to October 5, 2017. She detailed the reason for the outage and the process PG&E used to ensure that Kirkwood remained on grid power. The diesel generators were only required for use for a short duration during the beginning of the outage. The Board requested that a note of appreciation be sent to PG&E.

**j. General Manager Objectives. General Manager Objectives Performance Recap and Possible Approval of 2017-2018 General Manager Objectives.** *General Manager Christeson*

President Epstein noted that the General Manager Objectives were developed and finalized earlier this year with former General Manager Michael Sharp. General Manager Christeson reviewed the General Manager Objectives and provided suggested revisions. Discussion ensued and General Manager Christeson answered questions from the Board and the public.

President Epstein motioned to approve the revised General Manager Objectives for 2017-2018. 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

**k. Certificate of Appointment and Oath of Office. Board of Directors President Bob Epstein and Directors Eric Richert and Peter Dornbrook Positions Commencing December 1, 2017 and Expiring December 3, 2021.** *Clerk of the Board Austin*

Clerk of the Board Austin gave an update on the special District election, noting three incumbents ran unopposed and the Alpine County Board of Supervisors appointed them to the positions of Directors of the Board of KMPUD commencing December 1, 2017 and expiring December 3, 2021. President Epstein and Director Dornbrook each took their Oath of Office. Director Richert will take his Oath of Office with a Notary Public. President Epstein noted that at the December Board meeting the Board of Directors will hold an election of Board Officers.

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

General Manager Christeson reported on:

1. Out of area service requests including possible connections to the District's Out Valley Electric Line by Caltrans at their Peddler Hill Maintenance Station and the El Dorado Irrigation District at Silver Lake West Campground, noting that the District has received the \$20,000 deposit from Caltrans for Resource Concepts to begin investigating providing service to the Peddler Hill Maintenance Station.
2. Possible Grant opportunities including a low-income housing grant.
3. Employee Housing Ordinance discussions with Vail, KVD, and Alpine County representatives.
4. Amador Disaster Council meeting summary and reimbursements from FEMA.
5. Fire Chiefs meeting that took place at the KMPUD Community Services Building on October 31, 2017, highlighting discussions regarding the mutual aid agreement between Amador and Alpine counties.
6. Operations Shadowing with staff.
7. Meeting with USFS Officials Rick Hopson and Sean McGuiness regarding topics of mutual interest.

There was discussion on various items throughout the General Manager Report. General Manager Christeson answered questions and took comments from the Board and the Public.

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

In Assistant General Manager Ansel's absence, General Manager Christeson reported on:

1. Snow Removal Contracts, including refining the process for sending contracts to customers and obtaining signatures.
2. Hazardous tree removal along the Out Valley Line and at the Powerhouse.
3. Completion of the update of the System Maps for the Sanitary Sewer.

**11. STANDING COMMITTEE REPORT**

**a. Finance Committee**

Director O'Grady reported on the discussion at the Finance Committee meeting regarding end of month accounting and closing out the books. Finance Committee concurred with Assistant Manager McBride that changes, while possible, had cost and time implications that were not worth pursuing further. Discussion ensued, Assistant Manager McBride answered questions from the Board and the public.

b. **Planning Committee**

Director Richert reported that all Committee items were covered.

c. **Operations Committee**

Director Dornbrook reported that all Committee items were covered.

d. **Personnel Committee**

President Epstein reported that the Personnel Committee has not met since the last meeting.

e. **IT Committee**

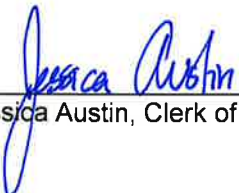
President Epstein reported that the IT Committee has not met since the last meeting.

**12. GENERAL DISCUSSION**

General Manager Christeson commented on staff's research regarding the feasibility of utilizing [nixle.com](http://nixle.com) for emergency notifications. President Epstein commented on emergency preparedness and the importance of mapping the District's infrastructure.

**13. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:50am  
(The next Special Board Meeting is Friday, December 8, 2017 at 1:00pm)

  
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Jessica Austin, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District