



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
Monday, March 5, 2018 – 9:00am

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

President Smith

Determining a quorum present, President Smith called the meeting to order at 9:00 am.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present:

President Smith, Directors Dornbrook, and O'Grady

Board of Directors Via Teleconference:

Directors Epstein and Richert

Staff Present:

General Manager Erik Christeson, Clerk of the Board
Jessica Austin and IT Representative Drew Meteer

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson announced the reason for the Special Board Meeting is to consider Board action on the RUS (Rural Utilities Service) loan application process in order for staff to apply for additional RUS funds, in the form of a "C8" Loan. The application is for costs expended on the Out Valley Project, for which the District never applied for loans to offset the expenditure of District funds.

4. ITEMS FOR BOARD ACTION:

- a. **RD Apply. Discussion and Possible Action Naming GM Christeson as Certifier and Naming AM McBride as Administrator on Behalf of the District for the Rural Development RD Apply Intake System.** *General Manager Christeson*

General Manager Christeson summarized staff request to name General Manager Christeson as Certifier and Assistant Manager McBride as Administrator on behalf of the District for the Rural Development RD Apply Intake System in order to pursue available RUS funds.

Director Dornbrook motioned to approve naming GM Christeson as Certifier and naming AM McBride as Administrator on behalf of the District for the Rural Development RD Apply Intake System. Director O'Grady seconded the motion and it carried by the following roll call vote:

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

b. Form 219, Work Order Inventories. Discussion and Possible Action to Authorize the Board President to Execute RUS Form 219, Work Order Inventories 211, 221, 222, 223, and 224. *GM Christeson*

General Manager Christeson summarized four existing work order inventories from the Out Valley Project and one work order inventory from the Powerhouse that were required to be completed as part of the Out Valley Project close-out, as well as in order to apply for remaining RUS funds.

Director O'Grady motioned to authorize the Board President to execute RUS Form 219, Work Order Inventories 211, 221, 222, 223, and 224. Director Dornbrook seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

c. Form 187 and 254 Approval. Discussion and Possible Action to Approve Forms 187 and 254 for the three Out Valley Construction Contracts. *GM Christeson*

General Manager Christeson explained that RUS Forms 187 and 254 need to be completed as part of the Out Valley Project close-out and require signatures from the Board President.

Director Dornbrook motioned to authorize the Board President to execute Forms 187 and 254. Director O'Grady seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

d. Form AD 3030. Discussion and Possible Action to Authorize the Board President to Execute Form AD 3030 as Part of the RUS Loan Application Process. *GM Christeson*

General Manager Christeson explained that Form AD 3030 is a new form, to be signed by the Board President, required by RUS in order to apply for the RUS C8 Loan.

Director O'Grady motioned to authorize the Board President to execute Form AD 3030 as part of the RUS "C8" loan application process. Director Dornbrook seconded the motion and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

e. **Certifications. Discussion and Possible Action to Authorize the General Manager to Certify and Execute Additional RUS Forms as Part of the C8 Loan Application Process, Exclusive of Those Requiring Board President Signature.** *GM Christeson*

General Manager Christeson requested that the Board authorize him to sign any additional RUS forms, on behalf of the District, as part of the C8 Loan application process not specifically delegated to the Board or Board President.

Director Dornbrook motioned to authorize General Manager Christeson to certify and execute additional RUS forms as part of the C8 loan application process, exclusive of those requiring Board President signature. Director O'Grady seconded the motion and it carried the following roll call vote:

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

NOES: None


ABSENT: None

ABSTAINING: None

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:12am.

(The next Special Board Meeting is Saturday, March 17, 2018 at 8:00am)



Jessica Austin, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District