

Kirkwood Meadows Public Utility District
Operations Committee
REGULAR MEETING AGENDA

NOTICE IS HEREBY GIVEN that the Operations Committee of the Kirkwood Meadows Public Utility District has called a Regular Meeting of the Committee to be held on **Wednesday, April 28, 2021 2:00 p.m.** via Zoom at <https://us02web.zoom.us/j/89477053373>

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on mandates by the Governor and the Alpine County Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via video and teleconference.
- All members of the public seeking to observe and/or to address the Committee may participate in the meeting telephonically or online, as described below.

HOW TO PARTICIPATE / OBSERVE THE MEETING:

Telephone: Call Zoom at (669) 900-6833 and enter Meeting ID# **894 7705 3373** followed by the pound (#) key.

Computer: Follow this link to join the meeting automatically: <https://us02web.zoom.us/j/89477053373>

Mobile: Open the Zoom mobile app on a smartphone and enter Meeting ID# **894 7705 3373**

ACCESSIBILITY INFORMATION:

Committee meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Jessica Gillies, Clerk of the Board, at least 48-hours before the meeting at (209) 258-4444 or jgillies@kmpud.com. Advanced notification will enable the District to swiftly resolve such requests and ensure accessibility.

Distribution Date: April 22, 2021

The Agenda for this Regular Meeting is:

1. **Utilities Update/Issues.**
 - a. Electric
 - b. Fire
 - c. Playground
 - d. Propane
 - e. Snow Removal
 - f. Solid Waste
 - g. Water
 - h. Wastewater **Pg. 3**

2. **FY 2021/22 Capital Projects.** Discussion & possible action. **Pgs. 4-16**

3. **District Annexation Forms.** Discussion & possible action. **Pgs. 17-23**

4. **FY 2021/22 GM Goals & Objectives.** Discussion & possible action. **Pg. 24**

5. **OGALS Projects.** Discussion & possible action. **Pgs. 25-26**

6. **Future Topics.**

7. Next Meeting/Staff Recommendation: *Wednesday, May 26, 2021 - 2:00pm.*

The Kirkwood Meadows Public Utility District is an Equal Opportunity Provider and Employer.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District at (209) 258-4444, by email to jgillies@kmpud.com. Requests must be made as early as possible, and at least two business days before the meeting.

Distribution Date: April 22, 2021

STAFF REPORT

Salt Control Plan

Background:

On January 5, 2021, the District received a Notice to Comply (“NTC”) with the Salt Control Program, issued by the Central Valley Regional Water Quality Control Board (“RWQCB”). Under the new Salt Control Program, the RWQCB will impose new permit requirements to protect surface waters and groundwater from salts in wastewater effluent.

While the Salt Control Plan is aimed primarily at permittees located in the Central Valley region, the District falls under the region’s jurisdiction. The Plan is broken into three phases, each of which will last 10-15 years.

Phase 1 requires that the District assess whether permit coverage qualifies for one of two designated permitting approaches:

1. The **Conservative Salinity Permitting Approach** allows permittees to operate under existing permits if the permittee prepares a Salinity Characterization Report. It is estimated this report will cost \$1,000.00 and may impose additional mitigation measures and operational changes on the District.
2. The **Alternative Salinity Permitting Approach** allows permittees to provide financial support for a Prioritization and Optimization Study (“Study”) in lieu of preparing a Salinity Characterization Report.

Once an approach has been selected, permittees must submit a Notice of Intent (NOI). The NOI must be submitted within 6 months of receiving the NTC, which is July 15, 2021 for the District.

Staff Recommendation:

Upon review of the two approaches, and after consulting with District Hydrogeologist, Pat Dunn, Staff recommends that the District adopt the Alternative Approach for the following reasons:

1. Participation in the Phase One 10-15 year Study is estimated at \$260.00 annually.
2. District salinity levels are currently well below established thresholds. Therefore, it is likely that the District would not be impacted by further permitting directives.
3. The District would be participating in the group approach which would be viewed favorably by the RWQCB.
4. This approach reduces individual attention to the District’s WDR Permit.
5. The Alternative Approach contains short and long term options that allow the District to withdraw from this pathway at any time.

Prepared By:

Derek Dornbrook

**Kirkwood Meadows Public Utility District
FY 19/20 Capital Improvement Projects**

Expense	35 Yr Total	5 Yr Total	2021-2022	2022-2023	2023-2024	2024-2025
Capacity Component						
Water	4,599,800	759,800	109,800	650,000	90,000	0
Wastewater	2,117,500	785,000	325,000	460,000	0	0
Employee Housing	0	0	0	0	0	0
Fire	650,000	0	0	0	0	0
Electric	1,515,000	15,000	15,000	0	0	0
Propane	312,000	0	0	0	0	72,000
Snow Removal	0	0	0	0	0	0
Cable	0	0	0	0	0	0
Parks and Rec	0	0	0	0	0	0
Solid Waste	0	0	0	0	0	0
Operations Shared	0	0	0	0	0	0
Total Capacity Expense	9,194,300	1,559,800	449,800	1,110,000	90,000	72,000
Replacement Component						
Water	1,604,200	633,550	120,550	21,000	61,000	260,000
Wastewater	7,859,153	6,310,153	2,897,750	2,870,903	240,000	50,000
Employee Housing	197,600	73,000	38,500	5,000	13,500	2,500
Fire	2,417,000	55,000	9,000	9,000	9,000	19,000
Electric	853,500	486,500	80,000	163,000	14,000	213,000
Propane	1,735,000	627,000	81,000	181,000	203,000	131,000
Snow Removal	1,903,500	275,000	6,500	156,500	13,500	26,500
Cable	69,000	11,000	1,000	1,000	1,000	1,000
Parks and Rec	126,000	78,000	75,000	1,500	0	1,500
Solid Waste	165,000	25,000	5,000	5,000	5,000	5,000
Operations Shared	805,200	507,000	109,000	12,000	8,500	305,000
Total Replacement Expense	17,735,153	9,081,203	3,423,300	3,425,903	568,500	1,014,500
Total Capital Expense	26,929,453	10,641,003	3,873,100	4,535,903	658,500	1,086,500
PRIORITY 1 PROJECTS ONLY	9,718,160	6,673,410				
GREEN PRIORITY 1 PROJECTS ONLY						

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Water**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1~5 1=Critical					
<i>Distribution</i>									
Well 6 Hydrology Study & Permitting	9,800	9,800		1	9,800				
Test Wells	100,000	100,000		2	100,000				
Well 6 Installation	650,000	650,000		2		650,000			
Pressure Reducing Stations (2)	90,000	90,000		3			90,000		
Well Transmission Mains to Upper Zones	250,000	0		5					
<i>Storage</i>									
Tanks (1.4 Mgal additional)	3,500,000	0	When storage requirements exceed 950,000 gallons	5					
Total Water Capacity Expense	4,599,800	849,800			109,800	650,000	90,000	0	0
Replacement Component									
Hydrant Meters	40,200	10,050	Ten Years	1	10,050				
Pressure Recorder	16,500	16,500	One Time	1	16,500				
Pressure Reducing Valve Replacement	75,000	75,000	Five Over Five Years	1	15,000	15,000	15,000	15,000	15,000
Sampling Stations (8)	28,000	28,000	One Time	1	28,000				
Wells Telemetry & Controls	50,000	20,000	Ten Years	1	20,000				
Distribution System Valve Replacement	300,000	50,000	Three Years	1	25,000		25,000		
Fire Hydrant Replacements	198,000	30,000	Annual	1	6,000	6,000	6,000	6,000	6,000
Vehicle Purchase (Split with Wastewater)	135,000	15,000	Ten Years	3			15,000		
Tank (Dangburg) Recoating	120,000	120,000	Thirty Years	4				120,000	
Well 4/5 Building Replacement	107,000	107,000	One Time	4				107,000	
Well Pumps	72,000	12,000	Five Years	4				12,000	
Remote Read Meter Replacement	312,500	0	Twenty over Five Years	5					
Tank (Lodge) Recoating	150,000	150,000	Thirty Years	5					150,000
Total Water Replacement Expense	1,604,200	633,550			120,550	21,000	61,000	260,000	171,000
Total Water Capital Expense	6,204,000	1,483,350			230,350	671,000	151,000	260,000	171,000
PRIORITY 1 PROJECTS ONLY	717,500	239,350							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Wastewater**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component									
<i>Collection</i>									
Lower Lift Upgrade/Replacement (50%)	75,000	75,000	Thirty Years	4					75,000
East Lift Upgrade/Replacement (50%)	125,000	0	Thirty Years	5					
Main Lift Upgrade/Replacement (50%)	125,000	0	Thirty Years	5					
<i>Treatment</i>									
Centrifuge Upgrade/Replacement (50%)	325,000	325,000	As Needed	1	325,000				
EQ Tank Replacement (50%)	582,500	245,000		2		245,000			
Headworks/Hycore Upgrade/Replacement (50%)	215,000	215,000	As Needed	2		215,000			
Aeration Blower	120,000	0	When air-flow requirements exceed 1,130 SCFM	5					
<i>Disposal</i>									
Effluent Pumps	50,000	0	When peak day effluent flow exceeds 274,000 gal/day	5					
Leachfield Expansion	500,000	0	When peak month avg. effluent flow exceeds 190,000 gal/day	5					
Total Wastewater Capacity Expense	2,117,500	785,000			325,000	460,000	0	0	75,000
Replacement Component									
<i>Collection</i>									
Collection System Infiltration/Inflow Repairs	200,000	160,000	Annual for 10 Years	1	40,000	40,000	40,000	20,000	20,000
Collection Line Replacement (Lower Lift)	37,500	37,500	One Time	1	37,500				
Lift Station Pump Crane Winches	5,000	5,000	One Time	1	5,000				
Lift Transducers	70,000	20,000	Five Years	1	10,000				10,000
Main Lift Hot Water/Supply	5,000	5,000	One Time	1	5,000				
Lift Station Pumps	110,000	10,000	Three Years	3			10,000		
Lower Lift Upgrade/Replacement (50% Repl)	75,000	75,000	Thirty Years	5					75,000
East Lift Upgrade/Replacement (50% Repl)	125,000	0	Thirty Years	5					
Main Lift Upgrade/Replacement (50% Repl)	125,000	0	Thirty Years	5					
East Lift Equipment/Controls Moved from Vault	120,000	120,000	One Time	5					120,000
<i>Treatment</i>									
Centrifuge Upgrade/Replacement (50%)*	325,000	325,000	One Time	1	325,000				
Refurbish WWTP Conditioned Space*	200,000	200,000	One Time	1	200,000				
Replace Anoxic / MBR Recirc / Filtrate Pumps*	460,000	460,000	One Time	1	460,000				
Replace Basin Area Exhaust Fans*	70,000	70,000	One Time	1	70,000				
Replace MBR Pneumatic Valves*	120,000	120,000	One Time	1	120,000				
Electrical Upgrades*	110,000	110,000	One Time	1	110,000				
Misc. Sitework / Piping / Electrical*	657,000	657,000	One Time	1	328,500	328,500			
SCADA/PLC/Controls System Replacement*	375,000	375,000	One Time	2		375,000			
CIP Tank Canopy*	95,000	95,000	One Time	2		95,000			
Demolish A-Frame*	245,000	245,000	One Time	2		245,000			
EQ Tank Replacement (50% Replacement)*	245,000	245,000	One Time	2		245,000			

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Wastewater**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Repair/Repaint Exterior Walls*	110,000	110,000	One Time	2		110,000			
Replace Chemical Feed Pumps*	300,000	75,000	Ten Years	2		75,000			
Headworks/Hycore Upgrade/Replacement (50%)*	215,000	215,000	One Time	2		215,000			
Upgrade Instrumentation*	25,000	25,000	One Time	2		25,000			
General Conditions/Overhead/Profit 20%*	822,400	822,400	One Time	1	387,700	434,700			
Engineering & Environmental 15%*	740,160	740,160	One Time	1	348,930	391,230			
Construction Management & Inspection 10%*	489,093	489,093	One Time	1	232,620	256,473			
Cranes for MLSS	10,000	10,000	One Time	1	10,000				
CIP Heater	10,000	10,000	One Time	1	10,000				
Portable Submersible Pump	8,000	8,000	One Time	1	8,000				
Railing Swing Gates	2,500	2,500	One Time	1	2,500				
Membrane Replacement	600,000	150,000	Fifteen Years	3			150,000		
Hycore Brush Replacement	9,000	1,500	Five Years	5					1,500
Aluma Valve	40,500	15,000	Fifteen Years	5				15,000	
<i>Disposal</i>									
Leachfield Cleanouts	75,000	75,000	One Time Over 5 Years	1	15,000	15,000	15,000	15,000	15,000
Leachfield Meters	48,000	12,000	Ten Years	1	12,000				
Monitoring Well Replacement & New WDR	150,000	150,000	One Time	1	150,000				
VFD Replacement	160,000	30,000	Two Years	1	10,000		10,000		10,000
Leachfield Telemetry	20,000	20,000	One Time	2		20,000			
Pumps/Controls, Absorption Beds	45,000	0	Ten Years	5					
Effluent Disposal Line	25,000	0	One Time	5					
<i>General</i>									
Vehicle Purchase (Split with Water)	150,000	15,000	Ten Years	3			15,000		
Lift Equipment	30,000	0	Ten Years	5					
Total Wastewater Replacement Expense	7,859,153	6,310,153			2,897,750	2,870,903	240,000	50,000	251,500
Total Wastewater Capital Expense	9,976,653	7,095,153			3,222,750	3,330,903	240,000	50,000	326,500
PRIORITY 1 PROJECTS ONLY	6,190,060	5,709,060							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Employee Housing**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Employee Housing Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Dishwashers	6,000	1,500	Two Years (Until all 8 Replaced, then 10 Years)	1	500		500		500
Flooring	36,600	13,500	Two Years (Until all 8 Replaced, then 10 Years)	1	4,500		4,500		4,500
Hot Water Heaters	72,000	18,000	Two Years (Until Remaining 6 Replaced, then 10 Years)	1	6,000		6,000		6,000
Washers/ Dryers	18,000	4,500	Two Years (Until Remaining 6 Replaced, then 10 Years)	1	1,500		1,500		1,500
Refrigerators	12,000	3,000	Two Years (Until Remaining 6 Replaced, then 10 Years)	1	1,000		1,000		1,000
Window Replacement	20,000	2,500	Four Years	1				2,500	
Door Replacement	3,000	0	Ten Years	1					
Exterior Waterproof Masonry Sealant	25,000	25,000	One Time	1	25,000				
Concrete Paving for Snow Removal	5,000	5,000	One Time	2		5,000			
Total Employee Housing Replacement Expense	197,600	73,000			38,500	5,000	13,500	2,500	13,500
Total Employee Housing Capital Expense	197,600	73,000			38,500	5,000	13,500	2,500	13,500
PRIORITY 1 PROJECTS ONLY	192,600	68,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Fire**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
Type 1 Fire Truck	650,000	0	20 years	5					
Total Fire Capacity Expense	650,000	0			0	0	0	0	0
Replacement Component									
Hose Replacement	49,500	7,500	Annual	1	1,500	1,500	1,500	1,500	1,500
Radio Reprogramming	16,500	2,500	Annual	1	500	500	500	500	500
Structure Gear / PPE	231,000	35,000	Annual	1	7,000	7,000	7,000	7,000	7,000
Extrication Equipment	10,000	10,000	15 years	5				10,000	
Ladder Replacement	30,000	0	10 years	5					
Type 6 Mini-Pumper Vehicle	130,000	0	15 years	5					
Type 1 Fire Truck	1,950,000	0	20 years	5					
Total Fire Replacement Expense	2,417,000	55,000			9,000	9,000	9,000	19,000	9,000
Total Fire Capital Expense	3,067,000	55,000			9,000	9,000	9,000	19,000	9,000
PRIORITY 1 PROJECTS ONLY	297,000	45,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Electric**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
Powerhouse Gates	15,000	15,000	One Time	1	15,000				
Upgrades the PH/ future capacity (8MW)	1,500,000	0	When peak demand reaches 5MW	5					
Total Electric Capacity Expense	1,515,000	15,000			15,000	0	0	0	0
Replacement Component									
Diesel Fuel Tank Manifold	10,000	10,000	One Time	1	10,000				
CEMS Screen Replacement	48,000	6,000	Two Years	2		3,000		3,000	
Transformer Retaining Walls	6,000	6,000	One Time	1	6,000				
Fremont Court Transformer	8,000	8,000	One Time	1	8,000				
Snowmobiles	108,000	36,000	Fifteen Years	1	36,000				
Switchgear Battery Replacement	18,000	6,000	Ten Years	1	6,000				
Riser Vaults (8)	40,000	40,000	Annual for 4 years	1	10,000	10,000	10,000	10,000	
Service Lines	68,000	12,000	Two Years	1	4,000		4,000		4,000
Meadow line replacement	150,000	150,000	One Time	2		150,000			
Powerhouse Radiator Roof	200,000	200,000	One Time	4				200,000	
Distribution System FCIs	12,500	12,500	One Time	5					12,500
Phase 3 Loop Road Project	95,000	0	One Time	5					
Service Truck (Split with Propane)	90,000	0	Ten Years	5					
Total Electric Replacement Expense	853,500	486,500			80,000	163,000	14,000	213,000	16,500
Total Electric Capital Expense	2,368,500	501,500			95,000	163,000	14,000	213,000	16,500
PRIORITY 1 PROJECTS ONLY	321,000	139,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Propane**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
Propane Tank, 30,000 gallon (3/4 of cost)	225,000	0	When peak use is ≥ 7,500 gal/day	4					
Vaporizer	72,000	72,000	When current vaporizers cannot maintain system pressure	4				72,000	
Regulators	15,000	0	When current vaporizers cannot maintain system pressure	5					
	0	0	One Time	5					
Total Propane Capacity Expense	312,000	72,000			0	0	0	72,000	0
Replacement Component									
Meter Replacement (Commercial)	264,000	40,000	10% a year	1	8,000	8,000	8,000	8,000	8,000
Meter Replacement (Residential)	264,000	40,000	10% a year	1	8,000	8,000	8,000	8,000	8,000
Regulator Replacement	495,000	75,000	10% a year	1	15,000	15,000	15,000	15,000	15,000
Vaporizer Roof	50,000	50,000	One Time	1	50,000				
Propane Service Line Replacement	300,000	300,000	Two Years	2		150,000	150,000		
Leak Survey	70,000	10,000	Five Years	3			10,000		
CSB/Employee Housing Hook-Up	12,000	12,000	One Time	3			12,000		
Propane Tank, 30,000 gallon (1/4 of cost)	75,000	0	One Time	4					
Propane Tank Roof	100,000	100,000	One Time	5				100,000	
Upsize Liquid Line to 2-Inch	15,000	0	One Time	5					
Service Truck (Split with Electric)	90,000	0	Ten Years	5					
Total Propane Replacement Expense	1,735,000	627,000			81,000	181,000	203,000	131,000	31,000
Total Propane Capital Expense	2,047,000	699,000			81,000	181,000	203,000	203,000	31,000
PRIORITY 1 PROJECTS ONLY	1,073,000	205,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Snow Removal**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Snow Removal Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Collett Hose Fitting & Press	2,500	2,500	One Time	1	2,500				
RPM Upper Assembly	138,000	18,000	Five Years	1	18,000				
Trackless Tires	51,000	7,500	Annual	1	1,500	1,500	1,500	1,500	1,500
Trackless Reconditioning	120,000	20,000	At >6,000 Hours	1	20,000				
Exhaust / Fume Collection (Split w/Shared)	15,000	15,000	One Time	1	15,000				
950F & 950GC Tires	105,000	15,000	3 Years w/5 Year Spacing	1	5,000	5,000	5,000		
Radios/Tower	10,000	10,000	One Time	1	10,000				
Trackless Replacement	1,260,000	150,000	4 Years w/10 year spacing	3			150,000		
Gantry Crane	5,000	5,000	One Time	5					5,000
924G Tires	72,000	12,000	Five Years	5				12,000	
Diesel Fill Station (Powerhouse)	20,000	20,000	One Time	5					20,000
950F Motor/Transmission Rebuild	105,000	0	Ten Years	5					
Total Snow Removal Replacement Expense	1,903,500	275,000			72,000	6,500	156,500	13,500	26,500
Total Snow Removal Capital Expense	1,903,500	275,000			72,000	6,500	156,500	13,500	26,500
PRIORITY 1 PROJECTS ONLY	441,500	88,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Cable**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Cable Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Channel 19 Equipment/ Education	33,000	5,000	Annual	1	1,000	1,000	1,000	1,000	1,000
Cable Equipment	36,000	6,000	Five Years	1					6,000
Total Cable Replacement Expense	69,000	11,000			1,000	1,000	1,000	1,000	7,000
Total Cable Capital Expense	69,000	11,000	0		1,000	1,000	1,000	1,000	7,000
PRIORITY 1 PROJECTS ONLY	69,000	11,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Parks and Rec**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Parks and Rec Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Playground & ADA Improvements (Labor Only)	25,000	25,000	One Time	1	25,000				
OGALS Project	50,000	50,000	One Time	1	50,000				
Playground Appurtenance Repair/Replace	51,000	3,000	Two Years	2		1,500		1,500	
Total Parks and Rec Replacement Expense	126,000	78,000			75,000	1,500	0	1,500	0
Total Parks and Rec Capital Expense	126,000	78,000			75,000	1,500	0	1,500	0
PRIORITY 1 PROJECTS ONLY	75,000	25,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Solid Waste**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1-5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Solid Waste Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Recycling	85,000	15,000	Two Years	1	5,000		5,000		5,000
Dumpsters	80,000	10,000	Two Years	2		5,000		5,000	
Total Solid Waste Replacement Expense	165,000	25,000			5,000	5,000	5,000	5,000	5,000
Total Solid Waste Capital Expense	165,000	25,000			5,000	5,000	5,000	5,000	5,000
PRIORITY 1 PROJECTS ONLY	85,000	15,000							
GREEN PRIORITY 1 PROJECTS ONLY									

**Kirkwood Meadows Public Utility District
FY 20/21 Capital Improvement Projects - Operations Shared**

Expense	35 Yr Total	5 Yr Total	Cycle	Priority	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Capacity Component				Scale 1~5 1=Critical					
[No Capital Capacity Improvements]									
		0							
Total Operations_Shared Capacity Expense	0	0			0	0	0	0	0
Replacement Component									
Asphalt Repair	70,000	25,000	Five Years	1	15,000				10,000
Computers	52,500	15,000	Every Year for 5 / Then Biannually	1	5,000	2,500	2,500	5,000	
Concrete Paving for Snow Removal	5,000	5,000	One Time	1	5,000				
CSB Carpet Replacement	65,000	20,000	Fifteen Years	1	20,000				
Equipment Trailer	20,000	20,000	One Time	1	20,000				
Exhaust / Fume Collection (Split w/Snow Rem.)	15,000	15,000	One Time	1	15,000				
Facilities Network Connectivity	25,000	25,000	One Time	1	25,000				
Unleaded Fuel Dispenser Regulator	4,000	4,000	One Time	1	4,000				
10,000lb Truck/Trackless Lift	8,000	8,000	One Time	2		8,000			
Office Equipment	16,500	3,000	Two Years	2		1,500			1,500
10 Wheel Dump Truck	50,000	50,000	One Time	5					50,000
Fall Protection	11,700	1,500	Five Years	3			1,500		
Tire Machine and Balancer	13,500	4,500	Fifteen Years	3			4,500		
Scaffolding	3,000	0	Ten Years	5					
Backhoe	260,000	180,000	Fifteen Years	5				180,000	
Concrete Floor & Pallet Racks	120,000	120,000	One Time	5				120,000	
CSB Window Replacement	15,000	5,000	Ten Years	5					5,000
Shoring	15,000	0	Fifteen Years	5					
Vehicle Tires	36,000	6,000	Five Years	5					6,000
Total Operations_Shared Replacement Expens	805,200	507,000			109,000	12,000	8,500	305,000	72,500
Total Operations_Shared Capital Expense	805,200	507,000			109,000	12,000	8,500	305,000	72,500
PRIORITY 1 PROJECTS ONLY	256,500	129,000							
GREEN PRIORITY 1 PROJECTS ONLY									

Kirkwood Meadows Public Utility District



Annexation Informational Packet

Revised April 2021

ANNEXATION OF PROPERTY TO KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

What you need to know if you are requesting the annexation of your property to Kirkwood Meadows Public Utility District ("District") for future water service.

The following is a list of requirements and timelines for the annexation process. If at any time during this process you have questions or concerns, please contact our office for clarification. Please be aware that the entire process will take approximately 90 to complete with the District and additional time with Alpine County Local Area Formation Committee.

When requesting annexation, you will give your initial request and information to the District. You will be required to provide a map of the parcel or parcels you wish to annex along with a \$450.00 processing fee. This fee will be due within 45 days of the District's Board of Directors declaring acceptance of the annexation. **Failure to pay the required fees within the 45 day period will result in the annexation being null and void and the process would need to begin again.**

The District will review your request and begin to evaluate utility availability along with other necessary requirements to provide your parcel with service. The District will contact you with questions and or give you a status report within thirty days of your initial request.

Once availability is determined, the initiation of annexation will be scheduled for the next District Operations Committee meeting and if approval is recommended, it will be placed on the agenda for the subsequent District Board of Directors meeting to initiate the annexation. Following the initiation of annexation, the District will submit the request to the Local Area Formation Commission ("LAFCO") for their consideration. If approved by LAFCO, the District shall place a public notice in a local newspaper informing the public of the intent to annex said property and setting the date for public hearing to declare (accept) the annexation. The public hearing is set for at least 30 days from the initiation of the annexation and approval by LAFCO. Once the public hearing has occurred and the property is declared annexed, you will have 30 days to pay your fees and complete any necessary requirements set forth by the District. Failure to do so will result in the annexation being null and void as stated above.

Annexation Request Form

Name: _____ Phone: _____

Site Address: _____

Mailing Address: _____

APN (Attach Map): _____

Annexing to: Water WW Electric Propane

of EDU's Requested: _____

Notes: _____

Customer Signature: _____ Date: _____

Please return the completed application and a map of site to the Kirkwood Meadows Public Utility District.

FOR OFFICE USE ONLY

Administrative Service Department

Account #: _____

Size and # of Connections: _____

	<u>Amount</u>	<u>Date Paid</u>	<u>Receipt #</u>
Annexation/Detachment Fee	\$450.00		
Connection Fee:			

Operations Department

Available Capacity: _____ Water (Yes/No) WW (Yes/No) Electric (Yes/No) Propane (Yes/No)

MLX/Improvements Needed: _____ (Yes/No)

Operations Approval: _____ (Signature) _____ (Date)

Executive Department

Executive Dept-Board Scheduling: _____

Annexation/Detachment Initiating Board Meeting Date: _____

Public Notice Dates: _____

Annexation/Detachment Declaring Board Meeting Date: _____

Return to Administrative Department for Collection of Remaining Fees.

RESOLUTION NO. 20##-##
OF THE BOARD OF DIRECTORS OF THE
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
INITIATING THE ANNEXATION OF PROPERTY

WHEREAS, in accordance with the Kirkwood Meadows Public Utility District Act, territory within the Kirkwood Meadows Public Utility District (“District”) may be annexed whether or not contiguous thereto;

WHEREAS, [NAME] (“Applicant”) has petitioned the District to annex Assessors Parcel Number ###-###-### to the District’s [Water/Wastewater/Electric/Propane] Service Area;

WHEREAS, the District has sufficient [Water/Wastewater/Electric/Propane] facilities available to serve Applicant’s property;

WHEREAS, the District is willing to annex Applicant’s property to its Service Area, subject to Alpine County LAFCO approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the District as follows:

1. The Board of Directors intends to annex the property of Applicant to its Service Area so [Water/Wastewater/Electric/Propane] service may be provided to said property.
2. The boundaries of the property proposed to be annexed are shown on Exhibit “A” attached hereto and made a part hereof (“Property”).
3. The Board of Directors finds that the proposed annexation will be of special benefit to the lands shown on Exhibit “A”.
4. The Property and [Water/Wastewater/Electric/Propane] service thereto shall be subject to the District Ordinances, Policies, Rules and Regulations, and all applicable rules, regulations, rates, charges, fees, standby charges or assessments, taxes and special assessments related thereto, as they now exist or may hereafter be changed or modified as provided by law.
5. The Applicant has requested [Water/Wastewater/Electric/Propane] service to the Property for ## equivalent dwelling units and is responsible to pay connection fees of \$##### within 30 days after adoption of the resolution declaring the annexation. Applicant shall not make the connection to the system until such payment has been made.
6. The Applicant shall be responsible for all facilities needed to provide [Water/Wastewater/Electric/Propane] service to the Property.

BE IT FURTHER RESOLVED that a public hearing will be held on [DATE], at [TIME], or as soon thereafter as may be heard, by the Kirkwood Meadows Public Utility District Board of Directors at [LOCATION / ZOOM], concerning the annexation of the Property to the District's Service Area, and to discuss the boundaries of the proposed annexation and the matters discussed above, as well as other related matters.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Kirkwood Meadows Public Utility District at a regular meeting held on this ##th day of [MONTH], [YEAR] by the following vote:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

Signed and approved by me after its passage this [DATE].

By: _____
 [NAME], President
 Board of Directors

ATTEST:

Jessica Gillies
Clerk of the Board of Directors

RESOLUTION NO. 20##-##
OF THE BOARD OF DIRECTORS OF THE
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
DECLARING THE ANNEXATION OF TERRITORY

WHEREAS, on [DATE], the Board of Directors of the Kirkwood Meadows Public Utility District ("District ") adopted Resolution No. #####-## declaring its intention to annex the property of [NAME] ("Applicant") to the District's [Water/Wastewater/Electric/Propane] Service Area in order to provide [Water/Wastewater/Electric/Propane] service; and

WHEREAS, by said Resolution No. #####-##, the Board of Directors set [DATE], for a public hearing on the proposed annexation of one parcel, APN ###-###-### ("Property"), to the District's [Water/Wastewater/Electric/Propane] Service Area; and

WHEREAS, notice of the time and place for the public hearing was published pursuant to Government Code Section 6066; and

WHEREAS, the District held a public hearing on [DATE], and has received no written protests to the proposed annexation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

1. The Property described in Exhibit "A" attached hereto and incorporated herein by this reference is hereby annexed to the District's [Water/Wastewater/Electric/Propane] Service Area in accordance with paragraph 2 below.

2. The Property and [Water/Wastewater/Electric/Propane] service thereto shall be subject to the District Ordinances, Policies, Rules and Regulations, and all applicable rules, regulations, rates, charges, fees, standby charges or assessments, taxes and special assessments related thereto, as they now exist or may hereafter be changed or modified as provided by law.

3. The Applicant has requested [Water/Wastewater/Electric/Propane] service to the Property for ## equivalent dwelling units and is responsible to pay connection fees of \$##### within 30 days after adoption of this resolution. The annexation shall be effective on the date of such payments if timely made.

4. The Applicant shall be responsible for all facilities needed to provide [Water/Wastewater/Electric/Propane] service to the Property.

3. The Staff of the District has submitted a report on its review of the annexation of the Property for [CEQA DOCUMENT TYPE] under the California Environmental Quality Act ("CEQA") (Public Resources Code Sections 21000, *et seq.*). The Staff has concluded that the annexation is [CEQA FINDING] pursuant to [CEQA SECTION] of the State CEQA Guidelines since [CEQA REASON]. The Board of Directors of the District hereby approves

the Staff report, finds that the annexation of the Property to the District's [Water/Wastewater/Electric/Propane] Service Area is [CEQA FINDING] for the reasons stated above, authorizes the President to execute the Staff report and authorizes the General Manager of the District to file with the Alpine County Clerk a [CEQA DOCUMENT] in conformance with this finding.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Kirkwood Meadows Public Utility District at a regular meeting held on this [DATE], by the following vote:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

Signed and approved by me after its passage this [DATE].

[NAME], President
Board of Directors

ATTEST:

Jessica Gillies
Clerk of the Board of Directors

**Kirkwood Meadows Public Utility District
General Manager Objectives
Fiscal Year 2021-2022**

Operations

- ~~1. Limit annual unidentifiable Enterprise Department losses as follows:~~
 - ~~○ Electric 12%~~
 - ~~○ Propane 2%~~
 - ~~○ Water 15%~~
- ~~2.1. Continue to r~~Resolve and repair wastewater collection system issues to reduce inflow and infiltration, with target infrastructure improvements completion by 2023.
 - ~~○ Measure and quantify I&I reduction by August 2024~~On-going.
- ~~3. Develop a Pre-Design Report to implement the recommended rehabilitation of the WWTP by November 2020 and construct the associated improvements.~~
 - ~~○ Completed.~~
2. Update the Solid Waste ordinance and rate structure that considers a mandatory service, level of effort, and equitable distribution of costs by December 2021.
3. Complete propane and electric meter protection program as per policy adopted in 2020 by the Board by June 2022.
- 4.
- ~~5. Complete the USFS Out Valley timber harvest plan and remove hazard trees by November 2021.~~
 - ~~○ Tree falling completed, chipping pending weather & accessibility.~~

STAFF REPORT

OGALS Temporary Advisory Committee

Introduction

The District has applied for and received a grant from the Office of Grants and Local Services (“OGALS”) through the per capita program designated by Prop 68. The District can use this grant for one project or multiple projects. The grant we received was for up to \$177,952 with a 20% match by the District. The District must submit an application package by December 2021, or the money will be returned to the State. Projects that are within the scope of this grant are capital outlay projects for recreational purposes. Any project that is permanently installed will require either a deed restriction or lease. The following are projects that the Committee and Board considered viable.

Picnic Area:

The Committee and Board believes that the community would be well served by another picnic area on the west side of the meadow. This would be in a central location where parties could meet and enjoy the outdoors in a defined space. The recommended location would be behind Lava Rock, on District land so that the picnic area is close to the parking lot and the meadow. Staff would have to be assigned to monitor trash in this area daily while in operation. The District would have to allow a deed restriction on this land to receive OGALS approval of this project.

Permanent concrete picnic tables cost \$1,300 per table and weigh 2,180 lbs. Picnic tables made by Outdoor Recreation are recommended by the US Forest Service to withstand the weight load of snow in the Sierra Mountains. Each table is made from reinforced concrete that is stamped to look like rocks at the base with a wood grain top, has a chess board built into the table, and would blend in with the meadow. Each table would require a cement slab to be poured to support the weight of the table, the approximate cost of each pad would be \$6,900. Staff recommends three tables which would be \$24,600.

For a garage that would be able to withstand the elements and the wildlife, staff recommends Tahoe Bear Box CE240-CH, costs would be \$1,550. This specific model has two compartments, one for trash and one for recycle, is lockable, and would be able to bolt down to the cement pad that the garbage would rest on in the summer months. The cost of the pad would be approximately \$975, bringing the total of the garbage to \$2,525.

Staff would recommend budgeting an additional \$1,000 for landscaping the area in which the picnic area would be set. This project would cost **\$28,125** if the above materials are acceptable.

Picnic Area Additions:

Staff would also recommend adding a few additional aspects to the picnic area to enhance the community feel and encourage the use in other recreational ways. Outdoor Recreation also makes a concrete cornhole set that could handle the snow load. A set of cornhole boards would be \$1,075 and the cost of the pad would be approximately \$4,050, making the cost of the set \$5,125. Staff would also recommend with such a large following of disc golfers in Kirkwood, to have a disc golf basket installed, which would cost the District \$750.

If both additions were added onto the picnic project, the entire project would be **\$34,000**

Movie Projector, Screen, & Sound System:

The Committee and Board recommended the purchase of a movie projector, inflatable screen, and sound system for the community, which would be capable of being set up anywhere in Kirkwood and could possibly generate revenue.

The package the staff recommends is created by Outdoor Movies and includes a 24-foot-long by 13.5-foot-tall inflatable screen, 8,000 lumen Panasonic projector, console, speakers designed to accommodate a viewing audience of 750 people, and a FM transmitter for drive in capabilities was quoted at \$33,217.

The District would need to train staff to operate this equipment and acquire a yearly license to show movies, about \$1,000 to \$2,700 from MPLC per year or \$225 per movie from Swank.

The District could rent out this projector and Staff as a potential revenue stream or show movies for the public during a fundraiser for the fire department or simply to build community.

Staff have spoken to Alpine County about noise produced from a movie and preliminary discussions based on noise measurements over 24-hour increments indicates that the District would be well within the Alpine County Code playing one or two movies per day.

Total project costs would be approximately **\$35,500**.

Staff is currently getting contradicting directive from OGALS whether a moveable screen and projector is allowed under the grant and would be considered a capital outlay project. An alternative might be to get a screen attached to the eaves of the power plant and building a housing unit for the projector to obtain more permanence. Staff will continue to receive clarification if this option or project is viable.

Fiscal Impact:

20% Match of the entire grant is \$44,488, though the match varies based upon the total costs of the project. Staff time worked on these projects can be used as matching funds.

Prepared By:

Tommy Baggett