

# Kirkwood Meadows Public Utility District

## Planning Committee

### SPECIAL MEETING AGENDA

NOTICE IS HEREBY GIVEN that the Planning Committee of the Kirkwood Meadows Public Utility District has called a Special Meeting of the Committee to be held on **Thursday, June 29, 2017 at 2:00pm** at the Kirkwood Meadows Public Utility District Community Services Building, 33540 Loop Road, Kirkwood, California 95646.

The Agenda for this Special Meeting is:

1. **Fire Service Master Plan.** Discussion and Possible Action Regarding the Update of the Fire Service Master Plan. *Assistant General Manager Ansel*
2. **School Site Parking.** Discussion and Possible Action Regarding Kirkwood Village Development's Plans to Construct a Parking Lot on the Old School Site Next to the District's Wastewater Treatment Plant and Vail's Parking Plan to Incorporate This Area. *Manager Sharp (Pg. 4)*
3. **Electric Vehicle Charging.** Presentation and Possible Action on the Results from Research Conducted on Possible EV Charging Funding Opportunities. *Manager Sharp (Pg. 5)*
4. **Economic Development Meeting.** Recap and Possible Action on the Economic Development Meeting held June 2, 2017. *Manager Sharp (Pgs. 6-9)*
5. **Grants Update.** Continued Discussion of Possible Directions for the District to Pursue Potential Grants. *Manager Sharp (Pgs. 10-12)*
6. **General Manager Objectives.** Presentation of Final 2016-2017 General Manager Objectives Performance Recap and Possible Approval of 2017-2018 General Manager Objectives. *Manager Sharp (Pgs. 13-18)*
7. New Business
8. Next Meeting/Staff Recommendation: *Thursday, August 10, 2017 – 4:00pm.*

Dated: June 22, 2017

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Kirkwood Meadows PUD

# Kirkwood Meadows Public Utility District

## Planning Committee

### SPECIAL MEETING ACTION ITEMS

Thursday, June 1, 2017 at 4:00pm

1. **Fire Service Master Plan.** Discussion and Possible Action Regarding the Update of the Fire Service Master Plan.

*Staff to make the following updates:*

- Section 1 - clarify that we have a 160,000 gallon water deficit today and what the future deficit is.
- Section 3 – define additional staff needed beyond the one seasonal fire fighter used this winter.
- Clarify the trigger points (connections, call volume, age, industry standards) that indicate new equipment/staff.
- Add additional discussion about volunteer force needed at buildout vs. now peak-season
- Explain \$244k additional labor cost – should be \$360k?
- Section 4 – correct typo in title; add table/graphic to beginning of section to summarize.
- Calculate square footage to add long term revenue (consistent between revenue and costs).
- Add graph showing budget (no growth) and 1%; 2% growth for revenue/costs.

*Staff to investigate an agreement with the fire academy to secure additional volunteers/paid positions.*

*Committee will forward additional comments to Rick by 6/14/17.*

2. **School Site Parking.** Discussion and Possible Action Regarding Kirkwood Village Development's Plans to Construct a Parking Lot on the Old School Site Next to the District's Wastewater Treatment Plant and Vail's Parking Plan to Incorporate This Area.

*Nate Whaley to send most recent plan to Michael. Developer will clarify pedestrian placement vs. roadway and add dimensions to operations plan, designating pedestrian walkways, shuttle stops, etc.*

3. **Electric Vehicle Charging.** Presentation and Possible Action on the Results from Research Conducted on Possible EV Charging Funding Opportunities.

*Michael to ask John Kalb how much detail is needed to apply for grant and confirm that upgrading the electric distribution line is grant fundable.*

4. **Performance Reporting.** Discussion and Possible Action Related to District's Research and Efforts to Improve the Efficiencies and Minimize the Losses of Each Department as Measured in Performance Reporting.
5. **In Valley Sheriff.** Update and Possible Action Regarding a Joint Proposal to Provide Housing and Other Accommodations for an Alpine County Sherrieff to Live in Kirkwood During the Winter Months.
6. **Economic Development Meeting.** Discussion and Possible Action on a Planned Economic Development Meeting to be held June 2, 2017.

7. **Grant Writer.** Continued Discussion of Possible Directions for the District to Pursue Potential Grants.
8. New Business
9. Next Meeting/Staff Recommendation: *Next meeting set for 6/29/17 at 2pm. Brandi to let Judy Flynn know..*



## Michael Sharp

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**From:** Brandi Benson  
**Sent:** Tuesday, June 20, 2017 3:23 PM  
**To:** Michael Sharp  
**Subject:** RE: FW: Planning Comm AGENDA 06.29.2017

Hi Michael,

At the Service Center we have single phase 120/240 volt service. It looks like a DC fast charger would require 277/480 volt three-phase service. To get three-phase power to the north side of the highway, the closest place to tap in would be from LJE517 at the end of Columbine Circle.

Thank you,

Brandi

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**From:** Michael Sharp  
**Sent:** Tuesday, June 20, 2017 2:57 PM  
**To:** Brandi Benson <[bbenson@kmpud.com](mailto:bbenson@kmpud.com)>  
**Subject:** FW: FW: Planning Comm AGENDA 06.29.2017

Please get me what electric we have at the service station now and what we would need and where it could come from (i.e. East Meadows KMD, etc.)

Michael Sharp  
Kirkwood Meadows PUD

**From:** Eric Richert  
**Sent:** Tuesday, June 20, 2017 2:25 PM  
**To:** Michael Sharp <[msharp@kmpud.com](mailto:msharp@kmpud.com)>  
**Subject:** Re: FW: Planning Comm AGENDA 06.29.2017

Michael, thanks. How about changing the Grants item to Grants Update, as a standing agenda item, to update the committee on any promising leads if any. Other items look fine. Let's try to conclude whether to move forward with EV effort or pause at this point...or just to figure out required electric capacity as John Kalb suggested...until we know more about the application requirements. Eric

Get [Outlook for Android](#)

"

From: Michael Sharp

Sent: Tuesday, June 20, 6:39 AM

Subject: FW: Planning Comm AGENDA 06.29.2017

To: Eric Richert

# Kirkwood Community Economic Development SPECIAL MEETING AGENDA

NOTICE IS HEREBY GIVEN that the Kirkwood Community is holding a Special Meeting to discuss Economic Development in Kirkwood to be held on **Friday, June 2, 2017 at 1:00pm** at the Kirkwood Meadows Public Utility District Community Services Building, 33540 Loop Road, Kirkwood, California 95646.

Conference Line 1-800-511-7985, Access 480096

## Invitees:

- Doug Pierini, Vice President/General Manager, Kirkwood Mountain Resort
- Bob Epstein, Board President, Kirkwood Meadows PUD
- Standish O'Grady, Board Treasurer, Kirkwood Meadows PUD
- Terry Woodrow, Alpine County Supervisor
- John Reiter, Executive Director, Kirkwood Property Services
- Gary Derck, Kirkwood Resort Development
- Lynn Morgan, Amador County Supervisor
- Caltrans Representatives
- Carol McElroy, Chief Administrative Officer, Alpine County
- Rick Stephens, Alpine County Sherriff
- Assemblyman Frank Bigelow's Office Representative
- Senator Ted Gaines' Office Representative
- Jack Longinotti, KCA President
- Rick Hopson, Amador Ranger District
- Michael Sharp, Kirkwood Meadows Public Utility District
- Rick Ansel, Kirkwood Volunteer Fire Department
- Terry Hughes, Eastern Alpine Fire

## Agenda Topics for this Special Meeting Include:

1. Introductions
2. Objectives
3. The "Ice Box" on Hwy 88
4. Snow Storage & Parking
5. Road Closures
6. News Media – Weather
7. Other

Dated: May 23, 2017

Hello All:

Thanks in advance for participating in Kirkwood's first ever Economic Development Meeting, scheduled for June 2, 2017 at 1:00pm here in Kirkwood.

We are looking forward to a lively discussion of the economic future of Kirkwood.

To get the thought process going we have developed some questions which could trigger ideas and concepts. Please send us any questions you might come up with or bring them to the meeting.

### **Parking**

- What are the parking issues at Kirkwood?
- What can be done to alleviate the situation?
- Temporary solutions?
- Long Term parking plans

### **Road Closures**

- What are Caltrans snow removal priorities as far as sections of the Highway to plow?
- Have these priorities changed over the years?
- What is the trend on road closures days over the years?
- What is the best way to get timely road condition information?
- What is Caltrans funding status?

### **Ice Box**

- What is the Ice Box issue?
- Accidents during the last ski season? During the 2015-2016 season?
- What can be done, short term? Long term?

### **News – Media**

- Current perception of news media reports on weather and Sierra mountain conditions.
- Help or hindrance to driving customers?
- If needed, how can perceptions/reports be changed?

### **General**

- What are the biggest obstacles to increasing day ski traffic to Kirkwood?
- Real Estate Development?
- What can be learned from other resort's economic success and efforts?

On behalf of Michael Sharp and the Kirkwood Meadows Public Utility District I want to thank you for attending and participating in the Economic Development Meeting that was held on June 2, 2017. Attached are action items from the meeting. Please contact me with corrections and/or additions to the action item list. A tentative date for the next Economic Development meeting at Kirkwood is scheduled for Friday, October 13, 2017.

Sincerely,

Jessica Austin, Clerk of the Board

#### **Attendees**

Terry Woodrow--	<a href="mailto:twoodrow@alpinecountyca.gov">twoodrow@alpinecountyca.gov</a>
Doug Pierini--	<a href="mailto:dpierini@vailresorts.com">dpierini@vailresorts.com</a>
Lynn Morgan--	<a href="mailto:lmorgan@amadorgov.org">lmorgan@amadorgov.org</a>
Dana Jorgensen--	<a href="mailto:dana.jorgensen@sen.ca.gov">dana.jorgensen@sen.ca.gov</a>
Jack Longinotti--	<a href="mailto:jack@longinotti.net">jack@longinotti.net</a>
Standish O'Grady--	<a href="mailto:sogrady@kmpud.com">sogrady@kmpud.com</a>
Gary Derck--	<a href="mailto:garyderck@gmail.com">garyderck@gmail.com</a>
Don Jardine--	<a href="mailto:djardine@alpinecountyca.gov">djardine@alpinecountyca.gov</a>
Rick Ansel--	<a href="mailto:ransel@kmpud.com">ransel@kmpud.com</a>
Rick Stephens--	<a href="mailto:rstephens@alpineso.com">rstephens@alpineso.com</a>
Terry Hughes--	<a href="mailto:thughes@alpinecountyca.gov">thughes@alpinecountyca.gov</a>
Charles Brothers--	<a href="mailto:cbrothers@chp.ca.gov">cbrothers@chp.ca.gov</a>
Charla Mondrell--	<a href="mailto:charla.hoffman-modrell@dot.ca.gov">charla.hoffman-modrell@dot.ca.gov</a>
Stephen Ziehlke--	<a href="mailto:stephen.ziehlke@dot.ca.gov">stephen.ziehlke@dot.ca.gov</a>
Teresa Burkhauser--	<a href="mailto:info@alpinecounty.com">info@alpinecounty.com</a>
John Reiter--	<a href="mailto:jreiter@kirkwoodcp.com">jreiter@kirkwoodcp.com</a>
Brandi Benson--	<a href="mailto:bbenson@kmpud.com">bbenson@kmpud.com</a>
Bob Epstein--	<a href="mailto:bepstein@kmpud.com">bepstein@kmpud.com</a>
Wes Bingham--	<a href="mailto:wes.bingham@dot.ca.gov">wes.bingham@dot.ca.gov</a>



# Kirkwood Community Economic Development SPECIAL MEETING ACTION ITEMS

1. Introductions

2. Objectives

3. The “Ice Box” on Hwy 88

*Officer Brothers agreed to provide contact information to Caltrans for the request of recent accident data, so that a follow-up study can be completed to determine if additional signage is needed.*

4. Snow Storage & Parking

*Dana Jorgensen agreed to set up a meeting with the regulatory authorities to discuss how the snow storage restrictions are impacting economic viability in the area.*

5. Road Closures

*It was agreed that a sub-committee be formed to plan social networking coordination to ensure that the latest information is consistent between platforms and sources. The subcommittee will have representatives from Alpine County, Amador County, Caltrans, CHP, KMPUD and Vail. Charly Mondrell agreed to provide Caltrans contact information.*

*Bob Epstein agreed to meet with Charly Mondrell regarding ARB restrictions on Caltrans snow removal equipment and the effect on road closures.*

6. News Media – Weather

7. Other

a. Cell Phone Coverage

*Dana Jorgensen, Lynn Morgan and Terry Woodrow agreed to set up a meeting with AT&T and Verizon to discuss cell phone coverage along the Hwy 88 corridor.*

b. Caltrans Paving

*Wes Bingham will provide an update on the next area of paving on Hwy 88.*

Dated: June 6, 2017



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## Memorandum

**DATE:** June 1, 2017  
**TO:** Michael Sharp  
**FROM:** Michelle Gamble  
**RCI PROJECT:** Kirkwood Meadows Public Utility District  
**SUBJECT:** Grant Assistance

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Michael,

RCI would be pleased to assist the District locate, assess the feasibility of and pursue grants for various District needs. We have worked with a variety of public and private funding agencies over the years and have successfully assisted with securing a variety of different types of grants. Below is our suggested approach. I am happy to amend this based on your input or the District's needs.

- The District would provide RCI with a "wish list" of items, projects or general types of grants to look for. While we would also look for grants to assist with any of the infrastructure type projects we currently assist the District with, this "wish list" would be for items we may not be aware that the District has a specific need for.
- RCI would have a technician level individual spend up to four hours a month researching available grants. Estimated cost for this would be up to \$275 per month.
- As potential grants are identified, a more senior level staff person would review the grant requirements in more detail to determine if it is applicable to the District and determine if it is feasible to pursue. The amount of time spent on this task would vary based on the grants identified. If it appears that research into any grant(s) would take more than an additional four hours in any given month, RCI will notify the District and ask for approval prior to spending additional time. Estimated cost for this based on four hours of senior level time would be \$420 - \$520 when potential grants are identified.
- If a grant opportunity looks promising, RCI will forward the information to the District for review and input. Included will be a summary of grant requirements, restrictions, funding potential and other pertinent information to allow the District to determine if the grant would be appropriate to pursue.
- If the grant is deemed worth pursuing, RCI will assist the District in preparing all necessary supporting documentation for the grant submittal.
- RCI will provide an update to the District monthly of the grant opportunities identified.

Let me know if you have any questions.

## Michael Sharp

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**From:** Michelle Gamble <michelle@rci-nv.com>  
**Sent:** Tuesday, June 20, 2017 8:35 AM  
**To:** Michael Sharp  
**Subject:** RE: [News and Events] SNC Prop1 Grant Program - Request for Proposals

Hi Michael,  
That is one of the grants we're looking at. I'll get an update to you before next Thursday.

Thanks,  
Michelle

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**From:** Michael Sharp [mailto:msharp@kmpud.com]  
**Sent:** Tuesday, June 20, 2017 6:25 AM  
**To:** Michelle Gamble <michelle@rci-nv.com>  
**Subject:** FW: [News and Events] SNC Prop1 Grant Program - Request for Proposals

Hey Michelle!

The below is from Eric. We have a Planning Committee meeting on Thursday, June 29<sup>th</sup> and it would be good to have an update from you detailing the program we have agreed upon and an update on any research done to date.

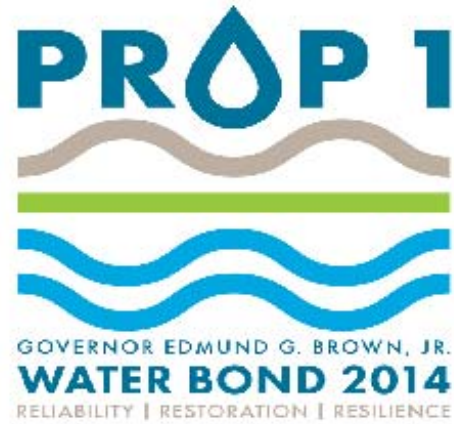
OK?

Michael Sharp  
Kirkwood Meadows PUD

**From:** Eric Richert [<mailto:eric.richert@gmail.com>]  
**Sent:** Monday, June 19, 2017 8:01 PM  
**To:** Michael Sharp <[msharp@kmpud.com](mailto:msharp@kmpud.com)>  
**Subject:** Fwd: [News and Events] SNC Prop1 Grant Program - Request for Proposals

----- Forwarded message -----

From: "SNCgrants" <[grants.SNC@sierranevada.ca.gov](mailto:grants.SNC@sierranevada.ca.gov)>  
Date: Jun 20, 2017 12:46 AM  
Subject: [News and Events] SNC Prop1 Grant Program - Request for Proposals  
To: "[geninfo@list.sierranevada.ca.gov](mailto:geninfo@list.sierranevada.ca.gov)" <[geninfo@list.sierranevada.ca.gov](mailto:geninfo@list.sierranevada.ca.gov)>  
Cc:



The Sierra Nevada Conservancy (SNC) is pleased to announce a Request for Proposals through its Proposition 1 Grant Program to support forest health projects that result in multiple watershed benefits. Please read SNC's [Grant Guidelines](#) for a complete description of Grant Program requirements.

All applicants must submit a Pre-Application through [SNC's online portal](#) between now and September 1, 2017.

SNC strongly encourages applicants to meet with their [Area Representative](#) to discuss projects prior to preparing their Pre-Application. For general questions regarding the Grant Program, please contact us at [grants@sierranevada.ca.gov](mailto:grants@sierranevada.ca.gov) or [\(530\) 823-4689](tel:5308234689). Please visit [www.sierranevada.ca.gov](http://www.sierranevada.ca.gov) for further information.

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Geninfo mailing list

[Geninfo@list.sierranevada.ca.gov](mailto:Geninfo@list.sierranevada.ca.gov)

<http://list.sierranevada.ca.gov:81/mailman/listinfo/geninfo>

**Kirkwood Meadows Public Utility District**  
**General Manager Objectives**  
**FY 2016/2017**  
**Final Update**

**Financial**

1. Revise Methodology for Calculating Base Rates for the Water and Wastewater Departments to make consistent with the Electric and Propane Departments. **Project deferred for now due to impacts to year-round residents. Possible phased in approach to be considered. Complete**
2. Revise Rates for the Water, Wastewater, Irrigation, Fire and Solid Waste Departments to achieve the operating results in the 2016-2017 District Budget. **Public Hearing Held at June 3<sup>rd</sup> Board Meeting. Board approved Rate Structure Ordinance. Complete**
3. Revise Electric and Propane Connection Fees. **Need to revise to meet the needs of the 2017-2021 Capital Plan, as needed. Need to work with KRD on issues with existing Electric Connection Fees. In Progress**
4. Finalize Funding Strategy for the Switch Station Project including a RUS Supplemental Loan Option in a manner that does not jeopardize the planned annual \$.01kWh electric rate reduction planned in the 2017-21 Budget. **Budget achieves this. Working with PG&E on strategies to not build the Switch Station. In Progress**
5. Develop a comprehensive plan to optimize Cushion of Credit Funds. **Formulated a Policy of retaining a rolling \$1.3M in the Cushion of Credit Account while maintaining \$1M in the Operating Fund. Complete**
6. Negotiate a renewal of the District's Line of Credit with an increase to \$500,000. **Bank of the West extended Line of Credit to \$400,000 with a plan to extend to \$500,000 in 2017. Complete for this fiscal year**
7. Budget (both next FY and 5-year forecast) reviewed in detail and approved by both Finance Committee and Board prior to beginning of Fiscal Year. **Budget Approved in June 2017. Complete**
8. Complete Fire Impact Fee revision in Alpine and El Dorado Counties. **Working on revision of Fire Master Plan to determine proper Impact Fee. In Progress**

**Capital / Operating Projects**

1. Resolve how to comply with PG&E's Transmission Interconnection Handbook in a manner consistent with the financial goal shown above. **Working with PG&E on NDA and appraisal. In Progress**
2. Resolve equitable distribution of Operations and Maintenance Costs with PG&E for the Out Valley Sub-Station improvements. **Pending a meeting with the engineers to come up with a compromise. Looks that this will be a part of a larger Agreement. In Progress**
3. Achieve Performance Reporting goals for each Enterprise Department: Electric 18%; Propane 2%; Water 16%. **Through May 2017 Electric at 12%,**

- Propane -3%, Water at 7%. Complete
4. Complete Electric Circuit Route Tracking Program before the 2017-2018 Winter including a priority list of needed improvements. Commercial and Lift circuits complete. Work has begun on the Residential circuit, waiting for snowmelt. Plan to complete Residential Circuit in 2018.
  5. Continue with the tracking and development of a plan and time line for resolving Harmonics issues to a level below 5% Total Harmonic Distortion. System wide Harmonic Distortion is below the 5% mark. Working with Vail Resorts to address individual chair lifts which exceed this threshold. Chair 4 to receive a passive filter during the summer of 2017. Chairs 5 and 11 next on the list.
  6. Complete Out-Valley Maintenance Work Plan as submitted to United States Forest Service prior to the 2016-2017 Winter Season. 2017 Work Plan submitted to the Forest Service. Complete
  7. Plan and execute the KVFD's Kirkwood Summer Festival on July 1st, 2017 as measured by raising at least \$23,000 net for a dedicated project that benefits the Kirkwood community. Preparation in progress including a new Merchandise Sales effort.

## **Planning**

1. Update the Fire Master Plan by the end of the fiscal year with related funding needs and possible sources. Revision in progress. Assigned to Assistant General Manager Ansel.
2. Develop and implement a plan to staff the Department with a 2016 – 2017 winter goal for 12 volunteer firefighters. Good emphasis on Fire Department this winter with Temporary staffing and focus on training meetings. Have reached goal of 12 and more importantly, more participation by volunteers with 6-8 coming to meetings. Maintained Temporary Firefighter throughout winter. Complete.
3. Revise and Approve Kirkwood Fire Ordinance to conform to latest statutes and local needs by the end of the fiscal year. Research in progress to determine need for local Fire Ordinance. In Progress.
4. Complete a Feasibility Study on an Emergency Services Tax and establish a possible timeline for implementation. Revising Fire Master Plan to determine long term fire department needs. Feasibility Study Complete
5. Refine capacity projections to better evaluate District's Will-Serve capabilities and update Will Serve obligations. Capacity projections updated, working with KMR on updating Will-Serve requests. In Progress
6. Develop service improvement plans in response to Customer Survey results, initiate implementation if funding is available. Emphasis on Snow Removal. Additional staffing (5) hired early. Equipment repairs completed prior to winter. 950 over haul complete. New sand in use. GPS tracking devices in place, including customer request portion of system. Complete

## **Personnel**

1. Complete a leadership and a succession plan so there are one or more strong internal candidate(s) for General Manager and other key District staff positions. **Plan formulated and taking shape. Complete**
2. Incorporate Management Training into the Training Plan to assist manager's professional growth. **Management Training being completed on a quarterly basis. Complete**
3. Engage a Personnel Consultant to assist with determining possible improvements to the workplace environment. **Staff interviews and training through MHN complete. Communications training complete as a result of these interviews. Complete**
4. Implement an expanded Training/Safety Program to encourage staff members to grow in areas which enhance their development and benefit the District. **Multiple training sessions underway and planned including weekly safety/project meetings, Defensive Driver, Drug and Alcohol Reasonable Suspicion, Fall Prevention, MHN Training, Thumper Training. Complete**

### **Information Technology**

1. Develop and obtain Board endorsement/approval for an overall IT plan verifying that all critical systems have proper security, backups and contingency plans for recovery from failures, including key personnel having trained backups and proper documentation. **Upgraded firewall protection for server. Draft Disaster Recovery Plan submitted. In Progress**
2. Continue to measure the satisfaction and increase (3 per month) the number of customers using electronic notifications, electronic bill and newsletter delivery, and automatic bill payment. **As of June 20<sup>th</sup> we have 85 new sign ups. Complete**
3. Create a system to measure District response time to customer requests such as for snow removal and where available, measure against industry standards. **GPS devices installed on all Snow Removal equipment to measure performance and to communicate more effectively with customers. Complete**

**Kirkwood Meadows Public Utility District  
General Manager Objectives  
FY 2017/2018**

**Financial**

1. Revise Rates or Establish a New Funding Mechanism for the Fire Department to achieve the operating results in the 2018-2022 District Budget.
2. Revise All Connection Fees to Adequately Fund Capacity Projects Outlined in the 2018-2022 Capital Plan.
3. Finalize Funding Strategy for the Switch Station Project including a RUS Supplemental Loan Option in a manner that does not jeopardize the planned annual \$.01kWh electric rate reduction planned in the 2018-2022 Budget.
4. Negotiate a renewal of the District's Line of Credit with an increase to \$500,000.
5. Budget (both next FY and 5 year forecast) reviewed in detail and approved by both Finance Committee and Board prior to beginning of Fiscal Year.
6. Complete Fire Impact Fee revision in Alpine and El Dorado Counties.
7. Research Low Income, Retired and Disabled Rate Subsidies and Payment Options

**Capital / Operating Projects**

1. Resolve how to comply with PG&E's Transmission Interconnection Handbook in a manner consistent with the financial goal shown above.
2. Resolve equitable distribution of Operations and Maintenance Costs with PG&E for the Out Valley Sub-Station improvements.
3. Achieve Performance Reporting goals for each Enterprise Department: Electric 12%; Propane 2%; Water 8%.
4. Complete Electric Circuit Route Tracking Program before the 2018-2019 Winter including a priority list of needed improvements.
5. Install an Additional Propane Storage Tank to Resolve Supply Issues for Foreseeable Future.
6. Install a Shed and Complete Grading Needed to Resolve Snow Impacts on Water Bath Vaporizers.
7. Continue to Resolve and Repair Wastewater Collection System Issues to Reduce Infiltration to 2013 Levels.
8. Upgrade Absorption Bed Pumps to a Level to Handle Build Out Flows.
9. Install an Uninterruptable Power Supply to Resolve Wastewater Treatment Plant Equipment Failure Issues.
10. Complete Fremont Dangburg Line Replacement Project.
11. Rent or Purchase a New or Used Heavy Loader for Snow Removal Operations to Provide Redundancy During Strong Snow Years.
12. Resolve Out Valley Telecommunications Line Cable Issues due to Bridge Crossings Freezing.
13. Complete Out-Valley Maintenance 2017 Work Plan as submitted to United States Forest Service prior to the 2017-2018 Winter Season.



14. Plan and execute the KVFD's Kirkwood Summer Festival on June 30, 2018 as measured by raising at least \$25,000 net for a dedicated project that benefits the Kirkwood community.
15. Plan and execute the KVFD's Chili Cook Off on September 1, 2018 as measured by raising at least \$10,000 net for a dedicated project that benefits the Kirkwood community.
16. Develop a Plan to Fund and Complete the Following Projects in the 2019 Budget Cycle: Membrane Replacement Project, Wastewater Treatment Plant SCADA Integration, Snowcat, Service Truck.

## **Planning**

1. Update the Fire Master Plan by the end of the calendar year with related funding needs and possible sources.
2. Develop and implement a plan to staff the Fire Department with a 2017-2018 winter goal for 12 volunteer firefighters.
3. Revise and Approve Kirkwood Fire Ordinance to conform to latest statutes and local needs by the end of the fiscal year.
4. Refine capacity projections to better evaluate District's Will-Serve capabilities and update Will Serve obligations.
5. Research and Pursue Grant Opportunities Focusing on Fire Department, Defensible Space and Water Storage Needs.
6. Pursue the Establishment of an Alpine County Sheriff Position Living in Kirkwood
7. Continue Economic Development Meetings Focusing on Removing Obstacles from Increasing Kirkwood Skier Day, Overnight and Real Estate Growth.
8. Evaluate Insurance Coverages and Go Out to Bid for Property and Liability Coverage Proposals.
9. Work with Community Stakeholders to Resolve Funding Mechanism for Future Community and District Employee Housing Needs.
10. Continue to Improve and Develop Relationships with Government Entities with ties to Kirkwood Including Alpine County, Amador County, El Dorado County, Alpine County Sheriff, Alpine County Chamber of Commerce, TC-TAC, USFS, Caltrans, El Dorado Irrigation District, Eastern Alpine Fire Department, Lake Valley Fire Department.
11. Continue to Establish Strong Ties with Players in the Kirkwood Valley Including Vail, Kirkwood Property Services, Kirkwood Resort Development, Pyramid Properties

## **Personnel**

1. Update the leadership and a succession plan so there are one or more strong internal candidate(s) for General Manager and other key District staff positions.
2. Incorporate Management Training into the Training Plan to assist manager's professional growth.
3. Continue with Expanded Training/Safety Program to encourage staff members to grow in areas which enhance their development and benefit the District.

4. Update and Revise Cafeteria Health Care Plan to Stay Current with Regulations and Staff Needs.

### **Information Technology**

1. Develop and obtain Board endorsement/approval for an overall IT plan verifying that all critical systems have proper security, backups and contingency plans for recovery from failures, including key personnel having trained backups and proper documentation.
2. Continue to measure the satisfaction and increase (3 per month) the number of customers using electronic notifications, electronic bill and newsletter delivery, and automatic bill payment.

## Loop Road “School Site” Parking Plan

This plan addresses pedestrian access, EMS access, transportation and vehicle flow management for the proposed “School Site” parking location.

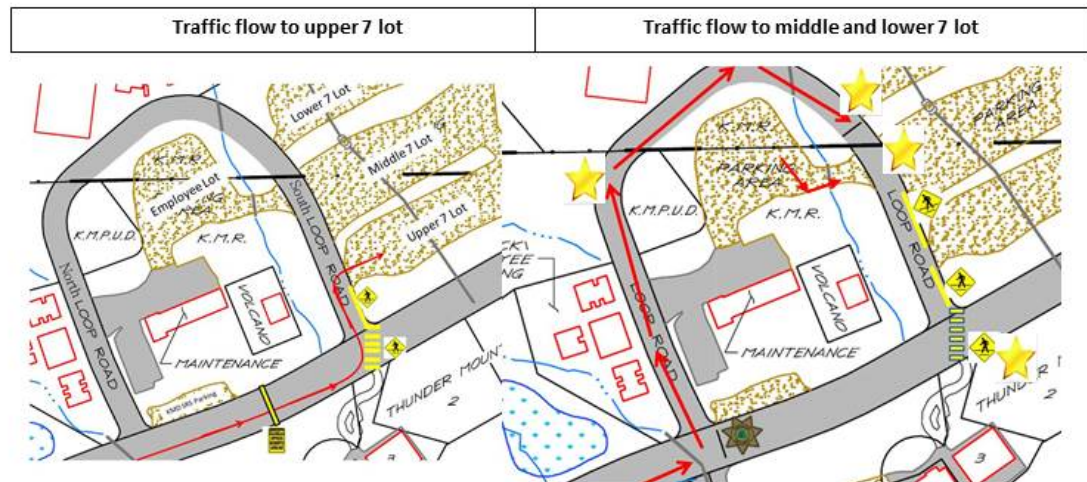
### AM Traffic Flow:

As is our current operational plan, all traffic will be directed to the upper 7 lot by entering Loop Road from the south by a “crossing guard” at the Timber Creek Stairs pedestrian crossing. Once the Upper 7 lot is full, a traffic controller will direct all traffic down North Loop Road. Parking attendants will continue to direct traffic to middle 7, lower 7, the Shop Lot and finally the School Site. A lane for EMS will always be maintained on South Loop Road. This provides the most direct access to Kirkwood Meadows Drive.

Guest vehicle arrival (A.M) parking/traffic flow plan is indicated with red arrows. Shuttles will run with the flow of traffic to pick up guests in their parking lot. The traffic flows in this direction to insure we maintain adequate emergency vehicle access at all times.



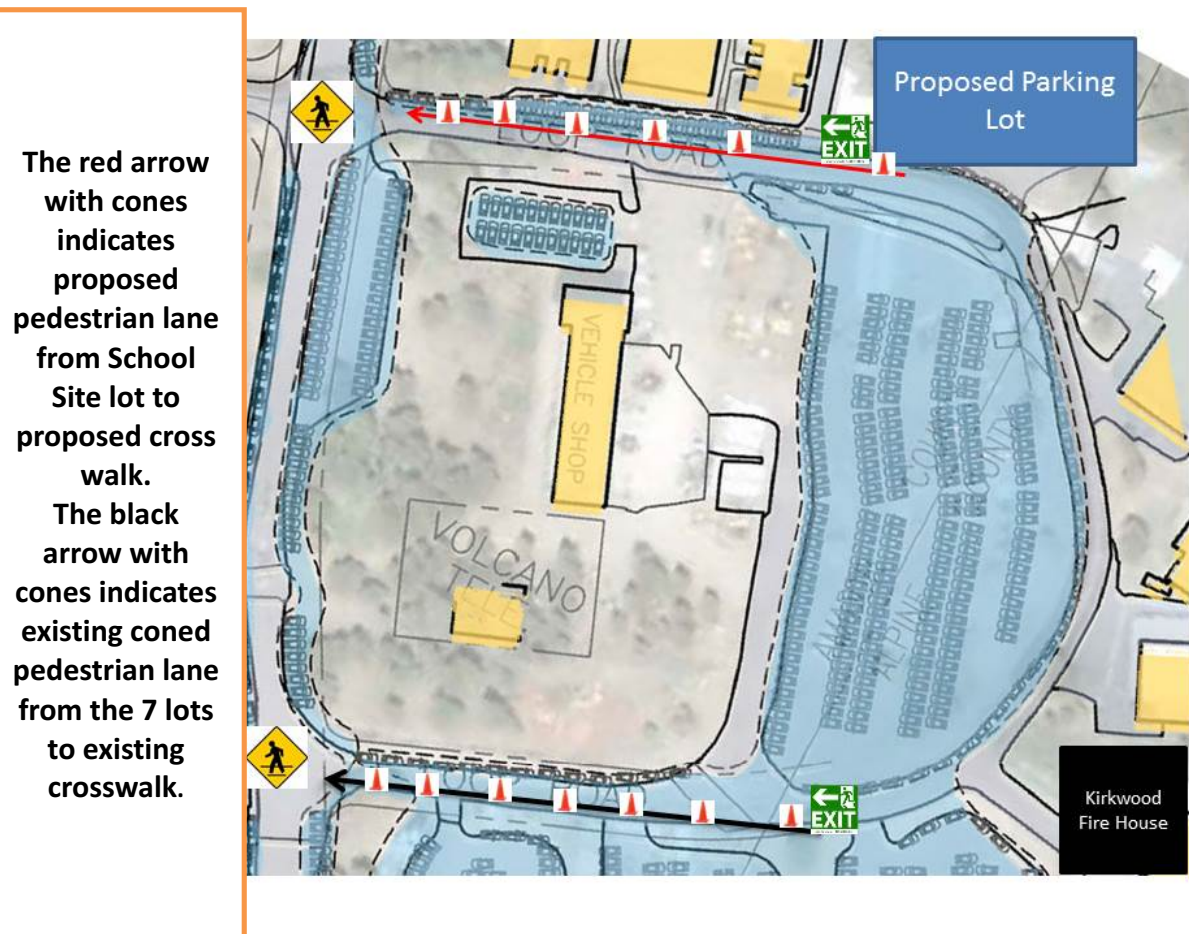
Indicates Shuttle Stops.



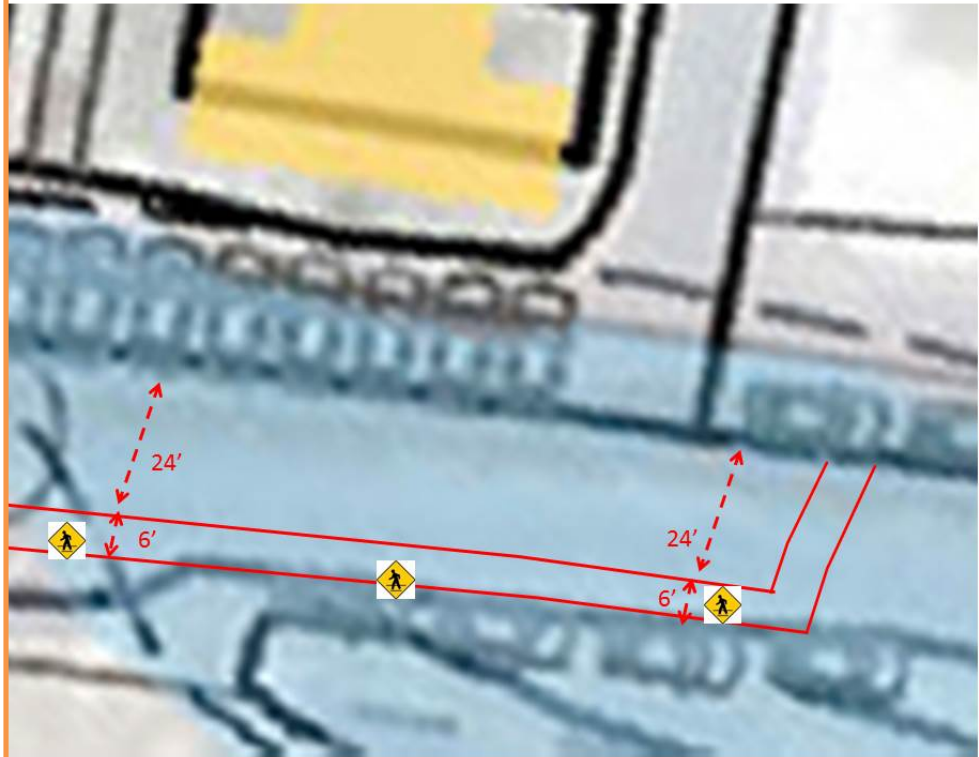
### Transportation and Pedestrian Traffic:

As the lower 7 parking lot begins to fill, Shuttle busses will no longer turn around at the TC stairs. They will complete their turnaround by entering loop road from the North and picking up at the shuttle stop at the School Site and Lower 7 lots.

We will set up cone barriers up on North Loop Road as we have done on South Loop Road for pedestrian guests to walk up and across Kirkwood Meadows Drive and up Sentinels road. Guests that are headed to The Village should catch the bus at the School Site or Lower 7 shuttle stop. A crosswalk would be added on Kirkwood Meadows Drive at North Loop Road. A lane for EMS will always be maintained on South Loop Road. This provides the most direct access to Kirkwood Meadows Drive.



**24' will be maintained for emergency vehicle access. A Walkway of 6' will be maintained for as a pedestrian path**





## PM exodus plan:

As is the current plan on high volume days, at 3:00 we will route all traffic around Loop Road from south to north which is opposite the flow in the morning. This allows for a reduction of pedestrian, shuttle and vehicle interfacing. We will purchase new “Exit” signs to help communicate the flow of traffic. Shuttles will take guests to Lower 7 and the Schools Site for exidous. A lane for EMS will always be maintained on South Loop Road. This provides the most direct access to Kirkwood Meadows Drive.

### P.M Vehicle Exit Plan

We will purchase new portable exit signs with directional arrows that are put in place daily to direct traffic to flow in the same direction out.

The top of South Loop Rd is coned off to not allow any traffic in/out except shuttles.

Shuttles will operate with the flow of traffic to drop everyone off at their parking lot,

Traffic goes in this direction to insure emergency vehicle access at all times.



Indicates Shuttle Stop.

