



KIRKWOOD MEADOWS  
PUBLIC UTILITY DISTRICT

**BOARD OF DIRECTORS**  
**KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT**  
**Main Location:**  
**33540 Loop Rd., P.O. Box 247, Kirkwood, CA 95646**  
**Telephone (209) 258-4444**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Friday January 12<sup>th</sup>, 2023 – 2:00 PM**

**BOARD MEETING MINUTES**

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Doug Mitarotonda, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Robert Epstein, President

John Schroeder, Treasurer  
Chris Tucher, Asst. Secretary

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**Under provisions of Assembly Bill No. 361 and authorization of the Kirkwood Meadows Public Utility District Board of Directors to hold meetings remotely, this meeting took place via a hybrid of in-person and video/teleconference.**

1. **CALL TO ORDER**

*President Epstein*

Determining a quorum present, President Epstein called the meeting to order at 2:01 PM.

2. **ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present:

President Epstein, Directors Schroeder, Mitarotonda, Tucher, Dornbrook.

Board of Directors Present via Zoom:

None

Board of Directors Absent:

None

Staff Present:

General Manager Christeson, Assistant General Manager Ansel, Administration Manager Baggett, Operations Manager Benson.

Others Present and via Zoom:

Supervisor Jeff Brown, Supervisor Terry Woodrow, Carol, Ed Cymerys, Sandy Goldberg, Larry Parker, Catherin Elmasian, Dan Roberts (Moss Adams), Olga Darlington (Moss Adams), A Peter Klimley.

3. **ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed everyone to the January 12, 2024, Board meeting and noted that if anybody would like to comment during the meeting to please use the raise your hand function.

4. **CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR**

None.

5. **COMMENTS FROM THE AUDIENCE**

Supervisor Brown commented on the Dollar General, Chipotle, and Pine Grove Safe Walk to Schools Project.

6. **WRITTEN COMMENTS FROM THE PUBLIC**

None.

**7. ADOPTION OF CONSENT CALENDAR**

- a. **Approve December 8<sup>th</sup> regular meeting minutes.**  
Approve December 8<sup>th</sup> regular meeting minutes.
- b. **Approve Current Consent for Claims.**  
Approve Current Consent for Claims.
- c. **Review Receivables/Shut Offs Report**  
Review Receivables/Shut offs Report.
- d. **Resolution 24-01 RUS Certificate of Authority**  
Approve Resolution 24-01 RUS Certificate of Authority
- e. **Re-authorize AB 361 Teleconference Meetings.**  
Re-authorize AB 361 Teleconference Meetings.

Director Schroeder motioned to adopt the consent calendar, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Schroeder, Tucher, and Dornbrook.

NOES: None

ABSENT: None

ABSTAINING: None

**8. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION / ACTION:**

None.

**9. ITEMS FOR BOARD ACTION**

- a. **Fiscal Year 2022/2023 Audit.** Discussion & possible action. *Olga Darlington, Moss Adams*

Moss Adams presented the Fiscal Year 2022/2023 Audit and answered questions from the Board. Director Schroeder motioned to approve the Fiscal Year 2022/2023 Audit, President Epstein seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Schroeder, Tucher, and Dornbrook.

NOES: None

ABSENT: None

ABSTAINING: None

- b. **Finances.** Discussion and Possible action. *AM Baggett*

- i. **Overview & Budget Variances**  
Administrative Manager Baggett gave an overview of Budget Variances. Discussion Ensued.
- ii. **November Financials.**  
Administrative Manager Baggett gave an overview of November Financials. Discussion ensued.
- iii. **December Preliminaries.**  
Administrative Manager Baggett gave an overview of the December Preliminaries. Discussion Ensued.
- iv. **Cash Flow.**

Administrative Manager Baggett went over Cash Flow. GM Christeson noted upcoming USDA Loan Payments that may impact Cash Flow and will be discussed as part of Budget Assumptions. Discussion ensued.

- c. **Operating & Capital Reserve Policy 695.** Discussion & possible action. *GM Christeson*

General Manager Christeson presented an update to the Operating & Capital Reserve Policy 695. Discussion ensued.

Director Schroeder motioned to approve the amended Operating & Capital Reserve Policy 695, Director Tucher seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Schroeder, Mitarotonda, Tucher, Dornbrook.

NOES: None

ABSENT: None

ABSTAINING: None

- d. **Resolution 24-02 Five Star Bank Authorizing and Directing Execution of Certain Loan Documents.** Discussion & Possible action. *GM Christeson*

General Manager Christeson presented Resolution 24-02 Five Star Bank Authorizing and Directing Execution of Certain Loan Documents. Discussion ensued.

Director Schroeder motioned to approve Resolution 24-02 Five Star Bank Authorizing and Directing Execution of Certain Loan Documents, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Schroeder, Mitarotonda, Tucher, Dornbrook.

NOES: None

ABSENT: None

ABSTAINING: None

- e. **Shell Hedge Pricing.** Update. *OM Benson*

Operations Manager Benson gave an update on the Shell Hedge Pricing. The full \$0.02/kWh increase will be implemented (bringing the rate to \$0.24/kWh) which is sufficient to cover the hedge pricing. Discussion Ensued.

- f. **Performance Reporting & Aquifer Levels.** Update. *OM Benson*

Operations Manager Benson gave an update on Performance Reporting & Aquifer Levels. Discussion ensued.

- g. **Future Board Meetings Date/Time.** Discussion & possible action. *President Epstein*

President Epstein discussed a conflict with 4th Friday Board meetings and suggested alternate dates and times. Discussion ensued.

The Board agreed to move the Board meetings to the first Friday of the month at 2:00 PM, starting May 2024.

**10. MAJOR PROJECT UPDATES.**

General Manager Christeson gave updates on:

- Water Master Plan
- Needs Assessment
- Low-income Program
- WWTP Improvement Project

**11. GENERAL MANAGER'S REPORT**

General Manager Christeson reported on:

- 5 Star
- Board member meetings
- CMUA meeting
- Sexual Harassment, and Ethics Training for Board Members

**12. OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- WWTP
- Propane remote read device.
- Snow Removal
- Kirkwood Volunteer Fire Department
- Ford Lightning EV pickup truck

**13. STANDING COMMITTEE REPORTS****a. Finance Committee**

No further items.

**b. Operations Committee**

Did not meet.

**c. Planning Committee**

Director Tucher commented on the first planning committee he attended and approaching HOA's on the topic of large propane users.

**d. Communications Committee**

Director Mitarotonda commented on prioritizing topics for the Communications committee.

**e. Personnel Committee**

President Epstein commented on the W/WW project manager position, and a closed session during the next board meeting to complete the General Manager's semiannual review.

**f. LAFCO**

Did not meet.

**14. TEMPORARY ADVISORY COMMITTEE REPORTS**

Director Mitarotonda commented on the Fire and Emergency Medical Services Committee.



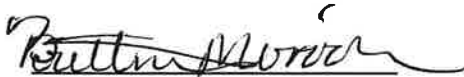
**15. GENERAL DISCUSSION**

Director Mitarotonda commented on revising the communication charter to not include information technology ("IT") and that a separate IT committee be created to address cybersecurity and IT issues.

**16. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:54 PM.

*(The next Board Meeting is scheduled for Friday, February 9th, 2023, at 2:00 PM)*

  
Brittnie Morris, Clerk of the Board

  
Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District