



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 February 9th, 2024 – 2:00 PM

BOARD MEETING MINUTES

Doug Mitarotonda, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Robert Epstein, President

John Schroeder, Treasurer
Chris Tucher, Asst. Secretary

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 Dornbrook

Board of Directors Present via Zoom:

Directors Mitarotonda, Schroeder, Tucher

Board of Directors Absent:

Staff Present:

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

Others Present and via Zoom:

Jack Longinotti

3. **ANNOUNCEMENTS**

General Manager Christeson

General Manager Christenson welcomed everyone to the February 9th, 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**

None

6. **WRITTEN COMMENTS FROM THE PUBLIC**

None.

7. **ADOPTION OF CONSENT CALENDAR**

- a. **Approve January 12th, 2024 regular meeting minutes.**
Approve January 12th 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. **Re-authorize AB 361 Teleconference Meetings.**
Re-authorize AB 361 Teleconference Meetings.

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

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

NOES: None

ABSENT: Director Tucher

ABSTAINING: None

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

None.

9. **ITEMS FOR BOARD ACTION**

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

- i. **Overview & Budget Variances**
Administrative Manager Baggett gave an overview of Budget Variances. Discussion ensued.
- ii. **December Financials.**
Administrative Manager Baggett gave an overview of December Financials. Discussion ensued.
- iii. **January Preliminaries.**
Due to the timing of billing January Preliminaries were not ready.
- iv. **Cash Flow.**
Due to the timing of billing Cash Flow was not ready.

- b. **Committee Charters.** Discussion & possible action. *GM Christeson*

General Manager Christeson gave an overview of the Committee Charters. Discussion ensued.

Director Mitarotonda motioned to approve the Committee Charters as presented, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- c. **IT Committee Formation.** Discussion & Possible action. *GM Christeson*

General Manager Christeson presented on the recommended formation of an IT Committee formation. Discussion ensued.

Director Dornbrook made a motion to form the IT Committee with Director Mitarotonda as Chair and President Epstein as a member, Director Tucher seconded the Motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

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

Operations Manager Benson gave an overview and update of the Performance Reporting & Aquifer Levels. Discussion ensued.

- e. **Energy Efficiency Rebates.** Update. *OM Benson*

General Manager Christeson presented recommendations regarding creating an energy efficiency rebate program. Discussion ensued.

Director Dornbrook motioned to approve the recommended program guidelines as shown in the Staff report, President Epstein seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda motioned to approve the allocation of funds recommended by Staff(\$40,000 of the current PBC funds available and 5% low-income, 20% reserve, 50% rebates, 25% other permissible PBC uses annually), Director Tucher seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion to adopt the first come first served basis, but that customers that qualify for the District's low-income program be considered first in line, Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion that new construction shall not be eligible, Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion to allow electric to electric rebates, with a minimum required level of energy efficiency improvements as measured by third-party objective criteria, Director Tucher seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Tucher made a motion to limit re-applications for the same rebate item to every 10 years per customer, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Tucher made a motion to limit rebates to \$1,000/customer/year of cumulative rebates, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion to adopt the rebate amounts as recommended by Staff withoutcaps. President Epstein seconded the motion, and it carried by the following roll call vote:

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

NOES: Director Tucher

ABSENT: None

ABSTAINING: None

- f. **KVFD Temporary Advisory Committee Report.** Discussion & possible action. *Director Mitarotonda*

Director Mitarotonda gave an overview of the KVFD Temporary Advisory Committee Report. Discussion Ensued. The consensus of the Board was the time is of the essence and that the survey should be distributed as soon as possible with results brought back to the Board for review in March.

10. **MAJOR PROJECT UPDATES.**

General Manager Christeson reviewed the Major Projects schedule.

11. **GENERAL MANAGER'S REPORT**

General Manager Christeson reported on:

- WWTP Repair & Rehabilitation Project
- Water Master Plan
- Propane Master Plan
- Water/ Wastewater Project Manager position selection

12. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- Snow Removal
- Propane
- Solid Waste
- Summer Festival
- Kirkwood Volunteer Fire Department

13. **STANDING COMMITTEE REPORTS**

- a. **Finance Committee**
Did not meet due to the newly adopted date.
- b. **Operations Committee**
Nothing to report.
- c. **Planning Committee**
Director Tucher commented on the subsidy program, low-income program, and the Planning Committee charter.
- d. **Communications Committee**
Director Mitarotonda commented on the communication committee topics as detailed in the Board packet.
- e. **Personnel Committee**
Did not meet.
- f. **LAFCO**
Did not meet.

14. **TEMPORARY ADVISORY COMMITTEE REPORTS**

None

15. **GENERAL DISCUSSION**

None

16. CLOSED SESSION

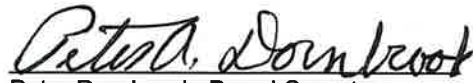
President Epstein reported from the closed session that the Board appointed President Epstein and Director Schroeder as labor negotiators for the General Manager contract renewal.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:30 pm

(The next Board Meeting is scheduled for Friday, March 8th, 2023, at 2:00 PM)


Brittnie Morris, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District