



**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**  
**Friday, January 13, 2022 – 2:00 PM**

**BOARD MEETING MINUTES**

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John Schroeder, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Robert Epstein, President

Doug Mitarotonda, Treasurer  
Bertrand Perroud, 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:	None
Board of Directors Present via Zoom:	President Epstein, Directors Schroeder, Dornbrook, Perroud, and Mitarotonda,
Board of Directors Absent:	None
Staff Present:	General Manager Christeson, Assistant General Manager Ansel, Administrative Manager Baggett, Operations Manager Benson,
Others Present and via Zoom:	Billy Newman, Adam P., Anthony Presto, Beta Mcauistro, Eric Richert, Howard Hoffman, Jack Longinotti, Supervisor Jeff Brown, Katelyn Walker, Matt Dussing, Matt Jones, Robert Knourek, Sandy Goldberg, Jerry Woodkou, Tom Furlong, Michael Golub, Bob Highfill, Marc Musgrove.

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed members of the public to the January 13, 2023, Board meeting. If members of the public appearing remotely would like to make a comment, they must use the raise your hand function on Zoom. All votes will be taken by roll call vote.

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

General Manager Christeson requested to move item 9(e) to the top of the agenda. The Board concurred.

**5. COMMENTS FROM THE AUDIENCE**

None

**6. WRITTEN COMMENTS FROM THE PUBLIC**

None

**7. ADOPTION OF CONSENT CALENDAR**

- a. **Approve December 09, 2022, Special Board Meeting Minutes**  
Approve December 9, 2022, Board Meeting Minutes
- b. **Re-Authorize AB 361 Teleconference Meetings**  
Re-authorize AB 361 Teleconference Meetings
- c. **Current Consent for Claims**  
Approve Current Consent for Claims

Director Dornbrook motioned to adopt the Consent Calendar Items 7.a, 7.b, and 7.c. Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

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

None

**9. ITEMS FOR BOARD ACTION**

- e. **Resolution 23-01 Recognizing Caltrans Employee William "Billy" Newman.** Discussion and possible action. *AGM Ansel*

Assistant General Manager Ansel Presented Resolution 23-01 Recognizing Caltrans Employee William "Billy" Newman. Discussion Ensued.

Director Dornbrook made a motion to approve, Director Perroud seconded, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- a. **Finances.** Discussion and action regarding the district's financials. *AM Baggett*
  - i. **Overview & Budget Variances.** Administrative Manager Baggett gave an overview and went over budget variances.
  - ii. **November Financials.** November Financials were presented, no questions nor comments were received.
  - iii. **December Preliminaries.** Preliminary revenues were presented, no questions nor comments were received.
  - iv. **Cash Flow.** Cash Flow was presented, no questions nor comments were received.

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

Operations Manager Benson presented the performance report for each department and aquifer levels for the month of December 2022, including the prior year's performance reporting. Discussion ensued.

c. **Propane/Electric Meter Shed Status.** Update *OM Benson*

Operations Manager Benson gave an update on progress of customer meter shed installations, including customers that have opted to sign the Unsafe Meter Agreement. Discussion ensued.

d. **Propane Storage & Delivery.** Update *OM Benson*

Operations Manager Benson gave an update on the propane storage and delivery. Discussion ensued.

Director Schroeder made a motion to accelerate the propane masterplan, focusing on three issues capacity, significant demand reduction, and safety, Director Dornbrook seconded, and it carried by the following roll call vote.

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Dornbrook made a motion to solicit a scope and a fee from a consultant for engineering and environmental work for the installation of a new propane tank, a propane tank roof, and vaporizer roof and bring that back to the next Board meeting, President Epstein seconded, and it carried by the following roll call vote.

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

NOES: None

ABSENT: None

ABSTAINING: None

## 10. **MAJOR PROJECT UPDATES.**

General Manager Christeson reported on Major Projects and Board Future Activities. Discussion ensued.

## 11. **General Manager's Report**

- The District is fully staffed, both full time and seasonal.
- Thank you to the various Kirkwood property manager companies for assisting in reducing large amounts of propane.

- KVFD Special Tax is proceeding with benefit assessment and assignment to parcels.

**12. Operations Report**

Assistant General Manager Ansel reported on.

- Solid waste challenges from significant snow.
- WWTP issues with rain-on-snow and utilization of the EQ tank.
- WWTP Centrifuge machine is having issues.
- Snow removal has been challenging with some staff working 16 out of 18 days. Equipment issues continue to plague the department. Reminded everybody to stake or remove the snow from their vehicles.

**13. STANDING COMMITTEE REPORT**

- a. **Finance Committee**  
All items were covered.
- b. **Operations Committee**  
Did not meet.
- c. **Planning Committee**  
Did not meet.
- d. **Communications Committee**  
Did not meet.
- e. **Personnel Committee**  
Did not meet.
- f. **LAFCO**  
Did not meet.

**14. TEMPORARY ADVISORY COMMITTEE REPORT**

**15. Future Board Topics & General Discussion**

Director Perroud inquired about Zoom meetings versus Zoom Webinar.  
Director Perroud wants to discuss re-opening the CSB.

**16. Closed Session.**

Moved to a later date.

**17. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:36 PM.

*(The next Regular Board Meeting is scheduled for Friday, February 10th, 2023, at 2:00 PM)*

  
Peter Dornbrook, Board Secretary

  
Brittne Morris, Clerk of the Board

Kirkwood Meadows Public Utility District

