



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**  
**Saturday, January 23, 2021 – 8:00 AM**

**BOARD MEETING MINUTES**

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<b>BOARD MEMBERS</b>	
Robert Epstein, Vice President/Treasurer	Eric Richert, President
Peter Dornbrook, Secretary	Seat #2- Vacant Bertrand Perroud, Assistant Secretary

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**Due to mandates by the Governor and the Alpine and Amador County Health Officers to shelter in place and guidance from the CDC to minimize the spread of COVID-19, this meeting took place via video/teleconference.**

**1. CALL TO ORDER**

*President Richert*

Determining a quorum present, President Richert called the meeting to order at 8:01 am.

**2. ROLL CALL**

*Secretary Dornbrook*

Board of Directors Present via Zoom:  
Staff Present via Zoom:

President Richert, Directors Epstein, Dornbrook, and Perroud  
General Manager Christeson, Assistant General Manager  
Ansel, Administrative Manager McBride, Operations Manager  
Benson

Others Present via Zoom:

Terry Woodrow, Alpine County Supervisor District 4, Jeff Brown,  
Amador County Supervisor District 3, Doug Mitarotonda, Greg  
Hess, Patrick O'Donnell, Howard Hoffman, John Schroeder

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed members of the public to the January 23 Special Board meeting. If members of the public would like to make a comment, they can use the raise your hand function on Zoom. All votes by the Board will be made via roll call.

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

Director Perroud requested to pull Item 7a. Regular Board Meeting Minutes from December 12, 2020 and Item 7d. Appointments to Committees from the Consent Calendar for discussion.

**5. COMMENTS FROM THE AUDIENCE**

Jeff Brown, Amador County Supervisor District 3, announced COVID-19 vaccinations are available for Amador County residents 75 years of age and older. He also detailed upcoming road work on Highway 88.

Terry Woodrow, Alpine County Supervisor District 4, announced COVID-19 vaccinations are available for Alpine County residents 65 years of age and older.

**6. WRITTEN COMMENTS FROM THE PUBLIC**

President Richert noted that the Board received written letters of resignation from Director O'Grady and Finance Committee member, Nancy Trevett. Both letters of resignation will be included in the February 13, 2021 Board Packet.

**7. ADOPTION OF CONSENT CALENDAR**

- a. **Regular Board Meeting Minutes: December 12, 2020**  
Approve December 12, 2020 Regular Board Meeting Minutes
- b. **Current Consent for Claims**  
Approve Current Consent for Claims
- c. **Receivables / Shut Offs Report**  
Review Receivables /Shut Offs Report
- d. **Appointments to Committees**  
Approve Appointments to Committees

Director Dornbrook motioned to adopt Consent Calendar items 7b. Current Consent for Claims and 7c. Receivables/Shut Offs Report as presented. Director Epstein seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, and Perroud

NOES: None

ABSENT: None

ABSTAINING: None

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

Director Perroud noted an omission in the December 12, 2020 Regular Board Meeting Minutes on Item 13. Temporary Advisory Committee Reports. Vail Resorts, Representative, Dan Deemer is a member of the OGALS (Office of Grants and Local Services) Ad-hoc Committee.

Director Dornbrook motioned to approve the December 12, 2020 Regular Board Meeting Minutes as amended. Director Perroud seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, and Perroud

NOES: None

ABSENT: None

ABSTAINING: None

Director Perroud expressed dissatisfaction with the method of appointing Committee members. Director Perroud motioned to appoint Vail representatives, Eric Tiffany to the Finance Committee, Dan Deemer to the Operations Committee, and Greg Kiskinen to the Planning Committee. Director Epstein seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, and Perroud

NOES: None

ABSENT: None

ABSTAINING: None

**9. ITEMS FOR BOARD ACTION**

- a. **Adoption of Resolution 21-01 Recognition of Standish O’Grady.** Discussion and possible action.

President Richert presented Resolution 21-01 Recognition of Standish O’Grady. Discussion ensued.

Director Epstein motioned to adopt Resolution 21-01 Recognition of Standish O’Grady as presented. President Richert seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, and Perroud

NOES: None

ABSENT: None

ABSTAINING: None

- b. **Adoption of Resolution 21-02 Recognition of Cheryl Stern.** Discussion and possible action.

President Richert presented Resolution 21-02 Recognition of Cheryl Stern. Discussion ensued.

Director Dornbrook motioned to adopt Resolution 21-02 Recognition of Cheryl Stern as presented. Director Perroud seconded the motion and it carried by the following roll call vote:

AYES: President Richert, Directors Epstein, Dornbrook, and Perroud

NOES: None

ABSENT: None

ABSTAINING: None

- c. **Review and Hear from Applicants to Fill Vacancy on District Board of Directors.** Discussion and possible action.

President Richert outlined Board vacancy protocols and detailed the process to hear from applicants to fill the vacant seat on the District Board of Directors.

Applicants, Doug Mitarotonda, Greg Hess, Howard Hoffman, John Schroeder, Patrick O’Donnell, and Preston Roper briefly introduced themselves and outlined their professional background and interest in filling the vacant Board seat. All applicants answered questions from the Board.

President Richert detailed the process for selecting one applicant to fill the vacant Board seat. Discussion ensued among Board members. Applicants were narrowed down to John Schroeder and Howard Hoffman.

Director Dornbrook motioned to nominate Howard Hoffman to fill the vacant Board seat. Director Perroud seconded the motion and it failed by the following roll-call vote:

AYES: Directors Dornbrook and Perroud

NOES: President Richert and Director Epstein

ABSENT: None

ABSTAINING: None

President Richert motioned to nominate John Schroeder to fill the vacant Board seat. Director Epstein seconded the motion and it failed by the following roll call vote:

AYES: President Richert and Director Epstein

NOES: Directors Dornbrook and Perroud

ABSENT: None

ABSTAINING: None

President Richert declared a tie between Howard Hoffman and John Schroeder. In order to determine the winner, Director Dornbrook suggested a name be drawn from a hat. All Board Members agreed that pulling a name from a hat was appropriate to break the tie after the failure of the two prior motions. General Manager Christeson and Assistant General Manager Ansel drew John Schroeder's name, and he was selected as the appointee to fill the vacant Board seat.

The meeting adjourned for a short break at 9:45 AM.

The meeting readjoined at 9:55 AM.

- d. **Finances.** Discussion and possible action regarding the District's financials. *AM McBride*
- i. **November Financials.** Administrative Manager McBride presented the Consolidated Balance Sheet noting Year-to-Date Total Operating Revenues is up from plan. Total Operating Cash by Fund was presented. Combined Income Statement was presented noting Operating Revenues for November are down from plan and Year-to-Date Total Operating Revenues are up from plan. Income Statement Comparison for November 2019 to November 2020 was presented. Discussion ensued.
  - ii. **December Preliminaries.** December 2020 Preliminary Income Statement was presented noting Operating Revenues are actuals and are up from plan. Year-to-Date Revenues are down from plan. Discussion ensued.
  - iii. **Cash Flow.** Cash Flow through the month of December ended better than plan.
  - iv. **Budget Variance Tracking.** Known Budget Variances for Fiscal Year 2021 were updated.
- e. **Performance Reporting and Aquifer Levels.** Update *OM Benson*
- Operations Manager Benson presented Performance Reporting for each department and Aquifer Levels for the month of December. Discussion ensued.
- f. **Energy Storage Targets (AB 2514).** Discussion and possible action. *OM Benson*
- Operations Manager Benson requested deferral of this item to the February 13, 2021 Board meeting.
- g. **General Manager Goals and Objectives.** Discussion and possible action. *GM Christeson*
- General Manager Christeson presented General Manager Goals and Objectives with changes requested by the various committees. Discussion ensued.
- h. **Snow Removal – Driveways.** Discussion and possible action. *Director Epstein*

Director Epstein provided an update on the development of a methodology to improve the accounting for time spent servicing private driveway snow removal contracts in order to provide accurate data to each Homeowner's Association (HOA). It is the expectation of the Board that

each HOA that contains homes with private driveways will manage a single snow removal contract for both the HOA and private driveways. Discussion ensued.

i. **Electric Rate Study Methodology**

*GM Christeson*

General Manager Christeson detailed Finance Committee discussions regarding proposed methodologies for the Electric Rate Study. Discussion ensued. The Finance Committee will review proposed methodology options and bring back recommended options to the Board at the February 13, 2021 Regular Board of Directors meeting.

**10. GENERAL MANAGER'S REPORT**

*GM Christeson*

General Manager Christeson reported on:

- ACWA Board meetings.
- California Air Resources Board Fleet Rule meeting.
- Power outage due to extreme wind event and report from the District's professional forester.
- Upcoming election for ACWA Region 3 Board.
- Wastewater Treatment Plant financing update.

**11. OPERATIONS REPORT**

Assistant General Manager Ansel reported all items were covered.

**12. STANDING COMMITTEE REPORT**

a. **Planning Committee**

Did not meet.

b. **Finance Committee**

General Manager Christeson reported credit card fees will be discussed at the February 9, 2021 Finance Committee meeting.

c. **Operations Committee**

Did not meet.

d. **Communications Committee**

Director Epstein reported on Committee discussions regarding:

- Website review and redesign.
- Customer Survey Newsletter articles.
- Snow Removal drive time test and communications.

e. **Personnel Committee**

Did not meet.

President Richert detailed Standing Committee members.

President Richert summarized changes to the Economic Development Committee members and requested feedback from Alpine County Supervisor Woodrow and Amador County Supervisor Brown on the usefulness of the Economic Development Committee meetings, to be discussed at the February 13, 2021 Board Meeting.

**13. TEMPORARY ADVISORY COMMITTEE REPORT**

**OGALS Committee**

President Richert detailed the OGALS Committee function and active timeframe. Director Dornbrook summarized committee discussions.

**Summer Festival Committee**

Assistant Manager Ansel reported the Summer Festival Committee will have their first meeting on February 11, 2021 and he thanked the community for their generous support in 2020.

**14. GENERAL DISCUSSION**

President Richert discussed legal changes to inter-fund transfers and loans between departments.

Director Perroud recommended that staff track the impact that the Snow Removal Residency System has on the efficiency of Snow Removal Operations.

**15. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:40am.

*(The next Regular Board Meeting is Saturday, February 13, 2021 at 8:00am)*

  
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Jessica Gillies, Clerk of the Board

  
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Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District