



**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, February 10, 2022 – 2:00 PM**

BOARD MEETING MINUTES

John Schroeder, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Robert Epstein, President

Doug Mitarotonda, Treasurer
Bertrand Perroud, 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 Schroeder, Dornbrook, Perroud.
Board of Directors Present via Zoom:	Director 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:	Howard Hoffman, Mike Fake, Alpine County Supervisor Terry Woodrow, John Reiter, Larry Parker

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the February 10, 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

Director Perroud would like to discuss items 7.b and 7.c

5. COMMENTS FROM THE AUDIENCE

None

6. WRITTEN COMMENTS FROM THE PUBLIC

From David Miller.

7. ADOPTION OF CONSENT CALENDAR

- a. Approve January 13, 2023, Board Meeting Minutes

- Approve January 13, 2023, 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 approve Item 7.a, 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:

Consent items 7.b brought forward. Discussion ensued.

Director Dornbrook motioned to approve Item 7.b, Director Perroud 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

Consent items 7.c brought forward. Discussion ensued.

Director Dornbrook motioned to approve Item 7.c, Director Mitarotonda 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

9. ITEMS FOR BOARD ACTION

- a. **Finances.** Discussion and action regarding the district's financials. *AM Baggett*

- i. **Overview & Budget Variances.** Administrative Manager Baggett Gave overview and went over budget Variances.
- ii. **December Financials.** December Financials were presented, discussion ensued.
- iii. **January Preliminaries.** Due to the timing of month end closing, preliminaries were not available.

iv. Cash Flow. Due to the timing of month end closing, cash flow was not available.

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 January 2023, 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. Discussion ensued.

d. Policy 310 Update. Discussion and Possible action. *GM Christeson.*

General Manager Christeson provide a report on Policy 310. Discussion ensued.

Director Schroeder made a motion to update Policy 310., Director Mitarotonda 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

e. Fiscal Year 2023-2024 Budget Assumptions. Discussion and possible action. *GM Christeson*

General Manager Christeson presented the 2023-2024 Budget Assumptions. Discussion ensued.

Director Schroeder made a motion to adopt the 2023-2024 Budget Assumptions with the exception of Snow removal. 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

f. KVFD Special Tax – Budget Estimates. Discussion and possible action. *GM Christeson*

General Manager Christeson presented the KVFD Special Tax Budget Estimates. Discussion ensued.

Director Mitarotonda made a motion to adopt Model D. Director Schroeder

seconded and carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- g. **Annual and/or Retroactive CPI Adjustments.** Discussion and Possible Action. *GM Christeson*

General Manager Christeson presented the report on CPI Adjustments. Discussion ensued.

Director Dornbrook made a motion to implement a 6.8% salary increase next payroll cycle. Director Mitarotonda 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

Personnel will bring back a proposal for future annual salary increase methodology at the May meeting.

- h. **Wastewater Department Staffing.** Discussion and Possible Action. *OM Benson*

Operations Manager Benson Presented the Wastewater Department Staffing. Discussion ensued.

Director Dornbrook made a motion to authorize staff to advertise and hire an additional Wastewater Operator 3. Director Schroeder seconded, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: Director Perroud.

- i. **Remote Work and CSB.** Discussion and Possible Action. *President Epstein*

General Manager Christeson presented the recommendations from the Management and the Personnel Committee regarding remote work. Discussion ensued.

Director Mitarotonda made a motion to accept the recommendation, develop remote working protocols, purchase the required equipment, and for the CSB to continue operating as it currently does. Director Schroeder 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

- j. **Ordinance 23-01 to Provide for Appeals of District Average Monthly Usage Calculations.**
Discussion & possible action. *GM Christeson*

General Manager Christeson presented the AMU Appeal Ordinance. Discussion ensued. The topic will be brought back at the May meeting.

10. **MAJOR PROJECT UPDATES.**

General Manager Christeson reported on Major Projects and future board activities. Discussion ensued.

11. **General Manager's Report**

General Manager Christeson reported on:

- Public Benefit Charge needs assessment consultant.

12. **Operations Report**

Assistant General Manager Ansel did not have anything to report on that was not already covered.

13. **STANDING COMMITTEE REPORT**

- Finance Committee**
All items covered.
- Operations Committee**
All items covered.
- Planning Committee**
Did not meet.
- Communications Committee**
Did not meet.
- Personnel Committee**
All items covered.
- LAFCO**
Did not meet.

14. **TEMPORARY ADVISORY COMMITTEE REPORT**

15. **General Discussion.**

Director Mitarotonda asked that a discussion around snow removal be brought back at the May meeting. Director Perroud stated he could not get a Real ID driver's license due to the District bill not having his address.

16. Closed Session.

No reportable action was taken.

17. ADJOURNMENT

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

(The next Special Board Meeting is scheduled for Friday, March 3, 2023 at 2:00 PM)


Brittnie Morris, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District