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

Director Mitarotonda will Participate from the
following remote location:
Burlingame Public Library
480 Primrose Road, Burlingame CA 94010
Study Room A

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Friday, March 3, 2023 – 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

Director Schroeder

Determining a quorum present, Director Schroeder 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:

Directors Mitarotonda, Schroeder, Dornbrook,
President Epstein, Director Perroud.

Board of Directors Absent:

General Manager Christeson, Assistant General Manager
Ansel, Administrative Manager Baggett, Operations Manager
Benson, Brittnie Morris

Staff Present:

Beth McAllister, Jack Loginotti, John Reiter, Larry Parker, Robert
Knourek, Sandy Goldberg, Caroline Scott, Matt Jones, Howard
Hoffman, Adam Brinkman, Nehal Thumar, Andrea Roess, Dave
Fama, Jones Hall, James Wawrzyniak,

Others Present and via Zoom:

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christenson Confirmed that there was a quorum present, and that they can Proceed with the meeting. And that if anybody had 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

Howard Hoffman commented on propane.

6. WRITTEN COMMENTS FROM THE PUBLIC

None

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve February 10th, 2023, Board Meeting Minutes**
Approve February 10th, 2023, Board Meeting Minutes
- b. **Current Consent for Claims**
Due to the timing of the meeting consent for claims was not available.
- c. **Review Receivables/Shut offs Report.**
Due to the timing of the meeting Review Receivables/shut offs report was not available.
- d. **Re-Authorize AB 361 Teleconference Meetings.**
Re-Authorize AB 361 Teleconference Meetings.

Director Dornbrook motioned to approve Item 7.a and 7.d, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

AYES: Directors Schroeder, Mitarotonda, and Dornbrook

NOES: None

ABSENT: President Epstein, Director Perroud

ABSTAINING: None

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

None

9. ITEMS FOR BOARD ACTION

- a. **RESOLUTION NO. 23-02 – A Resolution of the Board of Directors of the Kirkwood Meadows Public Utility District, of intention to establish a Community Facilities District.**
Discussion & Possible Action. *GM Christeson*

General Manager Christeson presented Resolution 23-02 and Dave Fama (Jones Hall) further explained the resolution. Discussion ensued.

Director Mitarotonda made a motion to adopt Resolution 23-02 with the updated exhibit B to include medical services, Director Dornbrook seconded, and it carried by the following roll call vote:

AYES: Directors Schroeder, Mitarotonda, and Dornbrook

NOES: None

ABSENT: President Epstein, Director Perroud

ABSTAINING: None

- b. **Finances.** Discussion and possible action regarding the district's financials. *AM Baggett*
 - i. **Overview & Budget Variances**

Administrative Manager Baggett Gave an overview & Budget variances. Discussion ensued.

ii. **January Financials**

Administrative Manager Bagger went over January Financials. Discussion ensued.

- c. **Performance reporting & Aquifer Levels.** Update *OM Benson*

Did not have any information on performance reporting due to the timing of billing.

- d. **Propane/Electric Meter Shed Status.** Update. *OM Benson*

Operations Manager Benson gave an update on progress of customer meter shed installations. Discussion ensued.

- e. **General Manager Objectives Fiscal Year 2022-20-23 Revision.** Discussion and possible action. *Vice-President Schroeder.*

Director Mitarotonda made a motion to approve the revised General Manager Objectives for fiscal year 2022-2023. Director Dornbrook seconded, and it carried by the following roll call vote:

AYES: Directors Schroeder, Mitarotonda, and Dornbrook

NOES: None

ABSENT: President Epstein, Director Perroud

ABSTAINING: None

10. **MAJOR PROJECT UPDATES.**

General Manager Christeson reported on Major Projects. Discussion ensued.

11. **General Manager's Report**

General Manager Christeson reported on:

- Snow removal staffing and major equipment issues.
- Mechanic was snowed off but has fixed 1 ½ machines since he's been back.

12. **Operations Report**

Assistant General Manager Ansel reported on:

- Snow removal status.
- Propane status.
- Solid waste status and issues with cars parked in front of dumpsters. Requested HOA's to place more "No Parking" signs.
- Wastewater treatment plant issues.

13. **STANDING COMMITTEE REPORT**

- a. **Finance Committee**
Nothing further to report on.
- b. **Operations Committee**

All items covered.

c. Planning Committee

Director Mitarotonda gave an update on the needs assessment, AMU discounts, the energy efficiency rebate program, and the fuel switching rebate program.

d. Communications Committee

Director Dornbrook mentioned the potential options about making the rest of the community aware of the needs of the fire department.

e. Personnel Committee

Nothing further to report on

f. LAFCO

Director Mitarotonda noted that LAFCO is meeting on Tuesday. They will be addressing two main business items, and they will report on it once it's over.

14. TEMPORARY ADVISORY COMMITTEE REPORT

None

15. General Discussion.

Director Mitarotonda expressed his concern that fuel switching is slow and is wondering if they should accelerate the conversations in regards to propane.

Director Mitarotonda asked for information regarding the electricity pricing.

GM Christeson reminded everyone of the next two special meetings on Monday, April 3rd and Monday, May 1st.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:18 pm

(The next Special Board Meeting is scheduled for Monday, April 3rd, 2023 at 2:00 PM)


Brittnie Morris, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District