



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, July 1, 2022 – 2:00 PM

SPECIAL 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 2:00 PM.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present:	President Epstein, Directors Schroeder, Dornbrook, Perroud, and Mitarotonda
Board of Directors Absent:	None
Staff Present:	General Manager Christeson, Assistant General Manager Ansel, Administrative Manager McBride, Operations Manager Benson, Technology Specialist Meteer
Others Present via Zoom:	Supervisor Terry Woodrow, Caroline Scott

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the July 1, 2022 Special Board meeting including a reminder that the Summer Festival is taking place on July 2, 2022. 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

None

5. COMMENTS FROM THE AUDIENCE

None

6. WRITTEN COMMENTS FROM THE PUBLIC

None

7. ADOPTION OF CONSENT CALENDAR

- a. June 10, 2022 Regular Board Meeting Minutes

- Approve June 10, 2022 Regular Board Meeting Minutes
- b. **AB 361 Teleconference Meetings**
Re-authorize AB 361 Teleconference Meetings
- c. **Current Consent for Claims**
Approve Current Consent for Claims
- d. **Receivables / Shut Offs Report**
Approve Receivables / Offs Report

Director Dornbrook motioned to approve the Consent Calendar as presented. 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

- a. **Finances.** Discussion and possible action regarding the District's financials. *AM McBride*
 - i. May Financials.
 - ii. June Preliminaries.
 - iii. Cash Flow.
 - iv. Budget Variance Tracking.

Finances were not available at the time of this meeting.

- b. **Vail Snowmaking Water at Timber Creek.** Discussion and possible action. *GM Christeson*

General Manager Christeson summarized the current Wholesale Water Service Agreement with Vail Resorts to provide water service for snowmaking purposes at Timber Creek, including a recent inquiry from Vail Resorts regarding new service and requirements for a commercial irrigation connection at Timber Creek. Discussion ensued. The Finance Committee has reviewed and recommends that Staff consult District Counsel to understand if the Wholesale Water Service Agreement continues to be an appropriate and a permissible means of providing water for snowmaking at Timber Creek. Staff will report findings to the Finance Committee who will then consider next steps for recommendation to the Board.

The Board directed General Manager Christeson to consult District Counsel as per the Finance Committee's recommendation.

- c. **Propane Carbon Offsets.** Discussion and possible action. *GM Christeson*

President Epstein provided a summary of the District's Renewable Energy and Propane Offset Program, where customers can voluntarily purchase Renewable Energy Credits (RECs) and propane offsets in order to ensure the electricity they used was 100% renewable and the greenhouse gas emissions generated from propane use were offset. As of August 1, 2021, the District purchases 100% renewable electricity, negating the need to provide voluntary REC purchases to customers. President Epstein recommends that the District's Renewable Energy and Propane Offset Program be changed to include propane usage only with an annual email sent to all customers with propane service, indicating their total usage for the year and providing

a link to purchase propane offsets directly from Bonneville Environmental Foundation. Director Mitarotonda suggested including the ability for customers to self-report their purchase of propane offsets.

- d. **Fire Department Staffing.** Discussion and possible action. *Chief Ansel*

Kirkwood Volunteer Fire Department (KVFD) Chief Ansel detailed current fire department staffing levels including the On-Call Stipend dollar amount and challenges to recruiting and encouraging volunteer firefighters to sign up for on-call shifts. Chief Ansel presented options to encourage volunteers to sign up for on-call shifts. The Finance Committee reviewed the options and provided the following recommendation for Board consideration:

- Request the KVFD's 501(c)3 Board of Directors schedule a meeting to discuss and possibly temporarily fully fund an increased stipend from \$40 to \$100.
- Direct Staff to pursue a revised proposal with Amador Fire Protection District for fire department staffing (with support from existing KVFD volunteer firefighters) to cover weekday night and/or weekend gaps and bring back to the Finance Committee for review.
- Direct Staff to regularly update the Finance Committee and Board as to the schedule and timing of other possible future funding mechanisms for fire department staffing under preparation by the special tax consultant.

Director Mitarotonda motioned to increase the volunteer stipend as per the Staff Report recommendation, effective July 1, 2022, pending approval from the KVFD 501(c)3 Board of Directors. 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

- e. **Continuity and Succession Plan.** Discussion and possible action. *GM Christeson*

General Manager Christeson presented the draft Continuity and Succession Plan. President Epstein noted the Personnel Committee has reviewed and recommends adoption. Discussion ensued.

Director Mitarotonda motioned to adopt the Continuity and Succession Plan as presented. 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

- f. **Performance Reporting and Aquifer Levels.** Update. *OM Benson*

Performance Reporting and Aquifer Levels were not available at the time of this meeting.

- g. **Public Benefit Charge.** Discussion and possible action. *GM Christeson*

General Manager Christeson and Director Mitarotonda summarized Planning Committee discussions, presenting possible options for use of funds received from the Public Benefit Charge. Board direction was requested as to which potential uses of these funds the Planning Committee should develop implementation details for and bring recommendations back to the Board. Discussion ensued.

President Epstein motioned to Direct the Planning Committee to develop implementation details and bring recommendations back to the Board for the following uses of the Public Benefit Charge:

- Energy Efficiency Rebate Program
- Fuel Switching to Electric Rebate Program
- Low Income Program legal opinion and recommendations

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

10. GENERAL MANAGER'S REPORT

General Manager Christeson reported on:

- The District's sale of surplus equipment.
- Closing of the CoBank loan for the Wastewater Treatment Plant repair project.

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Wastewater Treatment Plant operations.
- Engine 93 repairs.
- 2022 Summer Festival.
- Residential Chipping.

12. STANDING COMMITTEE REPORT

a. Finance Committee

All items covered.

b. Operations Committee

Director Dornbrook reported on Committee discussions regarding hazard tree removal along the out valley electric line.

c. Communications Committee

All items covered.

d. Planning Committee

Director Mitarotonda provided a written report contained in the Board Packet, highlighting the Planning Committee general plan.

e. Personnel Committee

All items covered.

13. TEMPORARY ADVISORY COMMITTEE REPORT

a) Emergency / Fire Funding Sources

The Finance Committee will take over emergency/fire funding sources research and recommendations.

The Emergency / Fire Funding Sources Temporary Advisory Committee is retired.

b) Electric Rate Design & Strategic Planning

The Planning Committee will take over Electric Rate Design research and recommendations.

The Electric Rate Design and Strategic Planning Temporary Advisory Committee is retired.

14. GENERAL DISCUSSION

Director Mitarotonda suggested creating a review process to track recurring action items.

Director Perroud suggested creating a policy to assess the environmental impact of District projects.

15. CLOSED SESSION


- a) Closed session regarding General Manager annual performance review, merit, and bonus.
i. Government Code §54597(b)

President Epstein reported the Board increased General Manager Christeson's annual salary to \$181,762 and granted a \$4,900 bonus.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 pm.

(The next Regular Board Meeting is scheduled for Friday, August 12, 2022 at 2:00 PM)



Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District