



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

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Friday, July 14, 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**

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:

Directors Perroud, Dornbrook

Board of Directors Present via Zoom:

President Epstein, Director Mitarotonda.

Board of Directors Absent:

Director Schroeder

Staff Present:

General Manager Christeson, Assistant General Manager Ansel, Operations Manager Benson, Administrative Manager Baggett.

Others Present and via Zoom:

Dane Wadle, Lance Lewis, Roy Dorling, Caroline Scott, Taryn Shawstad, Terry Woodrow, Klaus Leitenbauer, Larry Parker, Jeff Brown, Jack Longinotti, Teola Tremayne, John Reiter, Bob.

3. **ANNOUNCEMENTS**

General Manager Christeson

General Manager Christenson welcomed everyone to the July 14th, 2023, Board meeting and noted that if anybody would like to comment during the meeting to please use the raise your hand function.

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

Director Perroud would like to pull item d. Consent for Claims and item e. Receivables/Shutoff Report for itemized review.

5. **COMMENTS FROM THE AUDIENCE**

None

6. **WRITTEN COMMENTS FROM THE PUBLIC**

None

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve May 23rd, 2023, Special Board Meeting Minutes**
Approve May 23rd, 2023, Special Board Meeting Minutes
- b. **Approve June 9th, 2023, Regular Board meeting Minutes.**
Approve June 9th, 2023, Regular Board Meeting Minutes.
- c. **Approve June 21, 2023, Special Board Meeting Minutes.**
Approve June 21st, 2023, Special Board Meeting Minutes.
- f. **Re-Authorize AB 361 Teleconference Meetings.**
Re-Authorize AB 361 Teleconference Meetings.

Director Dornbrook motioned to approve Item 7.a, 7b., 7.c. and 7f., Director Perroud seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder.

ABSTAINING: None

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

- d. **Approve current consent for claims.**
Approve current consent for claims.
- e. **Review Receivables/Shutoffs Report.**
Review Receivables/Shutoffs Report.

After clarifying questions, Director Perroud motioned to approve Item 7.d, and 7e., Director Dornbrook seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder.

ABSTAINING: None

9. ITEMS FOR BOARD ACTION

- a. **California Special District Association Legislative Update.** Dane Wadle'

Dane Wadle' Gave an overview of the special district legislative update. Discussion ensued.

- b. **Finances.** Discussion & possible action regarding the district's financials. *AM Baggett*
 - i. **Overview & Budget Variances**
Administrative Manager Baggett gave an overview of Budget Variances. Discussion Ensued.
 - ii. **May Financials**
Administrative Manager Baggett went over May Financials. Discussion ensued.
 - iii. **June Preliminaries**
Administrative Manager Baggett Went over to June Preliminaries. Discussion ensued.

iv. Cash Flow

Administrative Manager Baggett went over Cash Flow. Discussion ensued.

- c. **Annual Investment Policy 380 Review.** Annual review & possible action. *GM Christeson*

General Manager Christeson presented the annual investment policy 380 review. Discussion ensued.

Director Dornbrook motioned to approve Annual Investment Policy 380, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder.

ABSTAINING: None

- d. **Schedule of Fees & Miscellaneous Fees.** Discussion & possible action *AM Baggett*

General Manager Christeson gave an overview of schedule of Fees & Miscellaneous fees. Discussion ensued.

Director Mitarotonda made a motion to approve the Schedule of Fees & Miscellaneous Fees, Director Dornbrook seconded the motion, and it carried by the following row call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder

ABSTAINING: None

- e. **KMPUD 2022 Power Source Disclosures.** Annual Review & possible action. *OM Benson*

Operations Manager Benson Presented the KMPUD 2022 Power Source Disclosures. Discussion ensued.

Director Mitarotonda made a motion to approve the KMPUD 2022 Power Source Disclosures. Director Perroud seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder

ABSTAINING: None

- f. **Employee Temporary Gas Stipend.** Discussion & possible action. *GM Christeson*

General Manager Christeson Gave overview of the Employee Temporary Gas Stipend. Discussion Ensued.

Director Dornbrook made a motion to approve the Employee Temporary Gas Stipend. Director Mitarotonda seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Dornbrook.

NOES: Director Perroud.

ABSENT: Director Schroeder.

ABSTAINING: None

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

Operations Manager Benson gave an update on Performance reporting & Aquifer Levels. Discussion ensued.

- h. **Propane/Electric Meter Shed status.** Update. *OM Benson*

Operations Manager Benson gave an update on propane/electric meter shed status. Discussion ensued.

- i. **WWTP Repair & Rehabilitation Project – Notice of Award.** Discussion & possible action. *GM Christeson*

General Manager Christeson gave an overview of the WWTP Repair and Rehabilitation Project. Discussion ensued.

Director Dornbrook made a motion to issue the Notice of Award to KG Walters and authorize the general manager to issue the Notice to Proceed once all documents were received and approval was received from USDA RUS for the WWTP Project. Director Mitarotonda seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder

ABSTAINING: None

- j. **Propane Master Plan & Intended Scope of Project.** Discussion & possible action. *GM Christeson*

General Manager Christeson gave an overview of the Propane Master Plan scope. Discussion ensued.

Director Dornbrook made a motion to approve the Propane Master Plan intended scope of project. Director Mitarotonda seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder

ABSTAINING: None

- k. **Electric Master Plan / EV Charging.** Discussion & Possible action. *GM Christeson*

General Manager Christeson gave an overview of the Electric Master Plan / EV Charging. Discussion Ensued.

The Board was in consensus about the recommended corrections and changes to the Electric Master Plan and EV Charging. The Board asked that a supplemental scope & fee proposal be brought back regarding line / transformer losses.

- l. **Fiscal Year 2023/2024 General Manager Goals & Objectives.** Discussion & possible action.
President Epstein.

President Epstein gave an overview of the Fiscal Year 2023-2024 General Manager Goals & Objectives. Discussion ensued. Board members will provide their suggestions prior to next Board meeting for discussion.

- m. **Needs Assessment.** Discussion & possible action. *GM Christeson*

General Manager Christeson Gave an overview of the Needs Assessment. Discussion Ensued.

Director Mitarotonda made a motion to approve the needs assessment as written with the clarification that it be set to 100% of the median income on the second bullet point. Director Perroud seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder.

ABSTAINING: None

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

General Manager Christeson gave an overview of Ordinance 23-01 to provide appeals of district Average Monthly Usage calculations. Discussion ensued.

Director Mitarotonda recommended the use of the word “distinct” and that if the appeal is approved the appeal fee would be awarded back to the applicant.

Director Mitarotonda made a motion to approve ordinance 23-01 with the recommended changes. Director Perroud seconded, and it carried by the following roll call vote:

AYES: President Epstein, Directors Mitarotonda, Perroud, Dornbrook.

NOES: None

ABSENT: Director Schroeder.

ABSTAINING: None

10. **MAJOR PROJECT UPDATES**

General Manager Christeson presented the update, noting there are no changes from last month.

11. **GENERAL MANAGER’S REPORT**

General Manager Christeson reported on:

- Cyber security

- Operations Manager Benson attending the Energy Executive Course.

12. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Transformer issue at Sentinels West.
- The playground has been partially installed.
- Kirkwood Summer Festival.

13. STANDING COMMITTEE REPORTS

- a. **Finance Committee**
No further items.
- b. **Operations Committee**
No further items.
- c. **Planning Committee**
No further items.
- d. **Communications Committee**
Did not meet.
- e. **Personnel Committee**
No further items.
- f. **LAFCO**
Did not meet.

14. TEMPORARY ADVISORY COMMITTEE REPORTS

None

15. GENERAL DISCUSSION

Director Mitarotonda commented on creating a mechanism to replace the gas stipend.

Director Mitarotonda commented on creating a short-term plan for propane management in addition to the long-term plan for fuel switching.

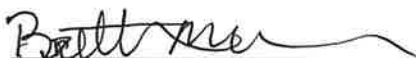
Director Perroud commented on the KVFD and recommends a temporary committee.

Director Perroud asked for a report to show irrigation volumes and usage.

16. ADJOUTNMENT

There being no further business, the meeting was adjourned at 4:30 pm

(The next Special Board Meeting is scheduled for Friday, August 11th, 2023, at 2:00 PM)


Brittne Morris, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District