



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

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
Friday, August 12, 2022 – 2:00 PM**

**BOARD MEETING MINUTES**

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John Schroeder, Vice President  
Peter Dornbrook, Secretary

**BOARD MEMBERS**  
Robert Epstein, President

Doug Mitarotonda, Treasurer  
Bertrand Perroud, Asst. Secretary

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**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, Dornbrook, and Perroud
Board of Directors Present via Zoom:	Directors Schroeder and Mitarotonda
Board of Directors Absent:	None
Staff Present:	General Manager Christeson, Assistant General Manager Ansel, Administrative Manager McBride, Operations Manager Benson, Clerk of the Board Gillies, Electric/Propane Supervisor Baggett
Others Present and via Zoom:	Caroline Scott, Howard Hoffman, Alec Hogg, Adam Brinkman, Alan Sapp, Caroline Miller, Director of Mountain Operations Kirkwood Mountain Resort, Alpine County Supervisor Terry Woodrow, Amador County Supervisor Jeff Brown

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed members of the public to the August 12, 2022 Regular 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**

None

**5. COMMENTS FROM THE AUDIENCE**

Adam Brinkman commented regarding electric base rates.

**6. WRITTEN COMMENTS FROM THE PUBLIC**

None

**7. ADOPTION OF CONSENT CALENDAR**

- a. **July 1, 2022 Special Board Meeting Minutes**  
Approve July 1, 2022 Special 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
- e. **Howard Hoffman Reappointment from Planning to Finance Committee**  
Approve Howard Hoffman Reappointment from Planning to Finance Committee

Director Dornbrook motioned to adopt the Consent Calendar as presented. 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

**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. **June Financials.** Administrative Manager McBride presented preliminary June 2022 Financials noting June 2022 Financials will be complete in October 2022 following the annual District Audit. The Balance Sheet was presented noting year-end Total Operating was better than plan. Revenue Account by Fund was presented. Combined Income Statement was presented, noting year-to-date and total operating revenue is up from plan. Income Statements for each department were presented. Proposed property tax allocations and a loan repayment to Electric from Solid Waste were presented.  
  
Director Schroeder motioned to approve Fiscal Year 2022 property tax allocations and the loan repayment to Electric from Solid Waste as proposed. 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
  - ii. **July Preliminaries.** Preliminary July 2022 Revenues were presented.
  - iii. **Cash Flow.** Cash Flow for Fiscal Year 2022 and the first month of Fiscal Year 2023 was presented.
  - iv. **Budget Variance Tracking.** Budget Variances were updated through June 2022.

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

General Manager Christeson summarized the 2015 Wholesale Water Service Agreement with Vail to provide Water Service at Timber Creek for snowmaking purposes. A recent inquiry from Vail regarding new service for a Commercial Irrigation connection at Timber Creek was detailed. At the Board's direction, Staff obtained District Counsel's opinion on the 2015 Wholesale Water Service Agreement with Vail. The Finance Committee and Staff recommend that the Board approve terminating the 2015 Wholesale Water Service Agreement with Vail and add snowmaking water service at Timber Creek as an Irrigation Water customer. Further recommending that the Board adopt a revision to the Connection Fee Policy for Irrigation Services so that the Irrigation Meter Connection Fees is 1/3 of a standard Residential Water Connection Fee, to match the 2020 Water Rate Study Base Rate 1/3 allocation. Discussion ensued.

President Epstein motioned to terminate the 2015 Wholesale Water Service Agreement with Vail, add snowmaking water service at Timber Creek as an Irrigation Water customer, and authorize Irrigation Meter Connection Fees to be 1/3 of standard Residential Water Meter Connection Fees. Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: Director Perroud

ABSENT: None

ABSTAINING: None

- c. **Snow Removal Contract Billing.** Discussion and possible action. *GM Christeson*

General Manager Christeson summarized the frequency of billing Homeowner's Associations (HOAs) for Snow Removal Services, including level of service and financial issues that arise due to timing of payments. The Finance Committee has reviewed the Snow Removal Contract Billing Policy and recommends the following changes become effective Fiscal Year 2023/2024:

- Change the frequency of snow removal invoices from 4 times per year to 2 times per year, to be issued each October 1 and January 1.
- Offer an incentive for HOAs to pay their snow removal contract invoices via ACH of 2.5% of the contract total, not to exceed \$1,000 per year.

Director Schroeder motioned to adopt the Finance Committee's recommendation as presented. Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: Director Perroud

ABSENT: None

ABSTAINING: None

- d. **Performance Reporting and Aquifer Levels.** Discussion and possible action. *OM Benson*

Operations Manager Benson presented Performance Reporting for each department and Aquifer Levels for June and July 2022, including 2021/22 Fiscal Year-End totals. Discussion ensued.

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

Operations Manager Benson gave an update on progress of customer meter shed installations, including customers that have opted to sign the Unsafe Meter Agreement or are at risk of having services shut-off due to non-compliance. Discussion ensued.

- f. **WWTP Membrane Replacement.** Discussion and possible action. *GM Christeson*

General Manager Christeson summarized the upgrade of the Wastewater Treatment Plant Membrane Bio Reactor (MBR) modules in 2012 by Koch Membrane Systems (KMS), including the current need to replace the MBR modules due to age. It was noted that KMS has discontinued the current PSH 500 MBR modules in use and has offered a proposal for alternative PSH 440 MBR modules for replacement that would integrate into the wastewater treatment system. Staff recommends approval of the Koch proposal for replacement of the current PSH 500 MBR modules with the PSH 440 MBR modules. Discussion ensued.

Director Dornbrook motioned to approve the Koch proposal for replacement of MBR modules as presented. 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

- g. **Alpine County Measure D.** Discussion and possible action. *President Epstein*

President Epstein summarized Alpine County's Measure D, opposing development of a Biomass Facility in Eastern Alpine County, noting that he is participating in the No on Measure D Committee. Discussion ensued.

President Epstein motioned to submit a formal opposition to Alpine County's Measure D on behalf of the 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

- h. **Planning Committee – Electric Ordinance Modification Recommendations.** Update. *Director Mitarotonda*

Director Mitarotonda presented Planning Committee recommendations to modify the Electric Rate Ordinance, including allowing the Average Monthly Usage (AMU) to decrease based on kWh usage and minimum occupancy, and a standard AMU discount program available to customers who do not have a fixed AMU but have an all-electric dwelling, or that have an AMU that was computed during a time in which the customer had an all-electric dwelling. Discussion ensued. Staff will develop proposals to modify the Electric Rate Ordinance for Board consideration based on Planning Committee recommendations as presented.

- i. Planning Committee – Public Benefit Charge Recommendations. Update.  
*Director Mitarotonda*

Director Mitarotonda presented Planning Committee recommendations for use of Public Benefit Charge funds, including an energy efficiency rebate program, and a fuel switching to electric rebate program. Discussion ensued. Based on Planning Committee recommendations, Staff will develop a proposal for use of the Public Benefit Charge funds including implementation details, for Board consideration.

#### 10. GENERAL MANAGER'S REPORT

General Manager Christeson reported on:

- Tri-TAC Meeting Discussions
- Caltrans Changeable Message Signs Project
- ACWA/JPIA Health Insurance
- Special Tax Assessment Consultant

#### 11. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- ACWA/JPIA Staff Training and Facilities Inspection
- New Fire Department Command Vehicle

#### 12. STANDING COMMITTEE REPORT

a. **Finance Committee**

All items were covered.

b. **Operations Committee**

Did not meet.

c. **Communications Committee**

Director Dornbrook reported on the upcoming Fire Safety Seminar.

d. **Planning Committee**

All items were covered.

e. **Personnel Committee**

President Epstein reported on Committee discussions regarding increased staffing from an outsourced agency to provide resources for staff regarding employee related questions and issues.

f. **LAFCO**

President Epstein noted: requirements for Local Agency Formation Commission (LAFCO) are being fulfilled and the annexation of Caltrans Peddler Hill Maintenance Station was approved.

#### 13. TEMPORARY ADVISORY COMMITTEE REPORT

None

**14. GENERAL DISCUSSION**

President Epstein noted the KVFD 501C3 Board approved funds to be used to attract and retain fire department volunteers.

President Epstein provided an update on the possible funding of a new fire engine through the state of California will be available at the end of August 2022.

Director Mitarotonda requested development of a method of tracking future board items.

Director Perroud requested clarification on responsibilities and duties of the various fire entities with jurisdiction in Kirkwood.

**15. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:36 PM.

*(The next Regular Board Meeting is scheduled for Friday, September 9, 2022 at 2:00 PM)*



For, Jessica Gillies, Clerk of the Board



Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District