



KIRKWOOD MEADOWS
PUBLIC UTILITY DISTRICT

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

REGULAR MEETING OF THE BOARD OF DIRECTORS
Friday September 9th, 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:

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

Board of Directors Present via Zoom:

None

Board of Directors Absent:

None

Staff Present:

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

Others Present and via Zoom:

Alan Sapp, Jerry Glazer, Howard Hoffman, Peter Samuel, Rachel Bitte, Anne-Flore Dwyer, Jack Longinotti, Supervisor Terry Woodrow, Caroline Scott, Blair Aas (SCI), John Bliss (SCI), Larry Parker, Toni Sarrica, John Reiter, Supervisor Jeff Brown, Andrew Coleman, Catherine Elmasian, Matt Jones, Connie Benz, Karen Higgins, Frank Pedrocelli, Paul, Beth McAllister, Christian, RHK, Josh Horowitz (BKS).

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christenson welcomed everyone to the September 9th, 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 items 7a., 7b., and 7c. for itemized review.
Director Perroud would like to move item 9d. to the last item.

5. COMMENTS FROM THE AUDIENCE

Howard Hoffman commented on the Fire Wise event and electric base rates.
Andrew Coleman commented on snow removal.

Rick Ansel commented on the Fire Wise event.

6. WRITTEN COMMENTS FROM THE PUBLIC

None

7. ADOPTION OF CONSENT CALENDAR

- d. **Re-Authorize AB 361 Teleconference Meetings.**
Re-Authorize AB 361 Teleconference Meetings.

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

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

NOES: None

ABSENT: None

ABSTAINING: None

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

- a. **Approve July 14, 2023, Regular Board Meeting Minutes**
Approve July 14, 2023, Regular Board Meeting Minutes
- b. **Approve Current Consent for Claims.**
Approve Current Consent for Claims.
- c. **Review Receivables/Shut Offs Report**
Review Receivables/Shut offs Report.

Director Perroud motioned to approve Item 7a. with recommended changes, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

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

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

NOES: None

ABSENT: None

ABSTAINING: None

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

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

NOES: None

ABSENT: None

ABSTAINING: None

9. ITEMS FOR BOARD ACTION

- a. KVFD Temporary Ad-Hoc Committee & 218 Process Presentation. Discussion. *Director Mitarotonda*
Director Mitarotonda presented the KVFD Temporary Ad-Hoc Committee & 218 Process Presentation. Discussion ensued.

- b. Finances. Discussion and Possible action. *AM Baggett*

- i. Overview & Budget Variances
Administrative Manager Baggett gave an overview of Budget Variances. Discussion Ensued.
- ii. Updated June Financials
Administrative Manager Baggett went over updated June Financials. Discussion ensued.

- c. RESOLUTION 23-09 OF THE BOARD OF DIRECTORS OF THE KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT APPROVING, AUTHORIZING AND DIRECTING EXECUTION OF CERTAIN INSTALLMENT SALE REFINANCING DOCUMENTS FOR THE DISTRICT'S WASTEWATER PLANT PROJECT AND APPROVING RELATED DOCUMENTS AND OFFICIAL ACTIONS.
Discussion & possible action. *GM Christeson*

General Manager Christeson Presented Resolution 23-09. Discussion ensued.

Director Mitarotonda motioned to approve Resolution 23-09, Director Dornbrook seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Dornbrook motioned to approve USDA Loan Resolution which was a subset of Resolution 23-09, Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- e. RESOLUTION 23-11 OF THE BOARD OF DIRECTORS OF THE KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT APPROVING CREDIT REQUESTS WITH BANK OF THE WEST AND

REAFFIRMING AUTHORIZED DISTRICT OFFICERS AND SIGNATORIES ON BANK ACCOUNTS. Discussion & Possible action.

GM Christeson

General Manager Christeson Presented Resolution 23-11. Discussion ensued.

Director Dornbrook motioned to approve Resolution 23-11, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- f. **Performance Reporting & Aquifer Levels.** Update.

OM Benson

Operations Manager Benson deferred till next month.

- g. **Wildfire Mitigation Plan.** Discussion & possible action.

OM Benson

Operations Manager Benson presented the Wildfire Mitigation Plan. Discussion ensued.

Director Dornbrook made a motion to adopt the Wildfire Mitigation Plan, Director Schroeder seconded the motion, and it carried by the following row call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- h. **Propane/Electric Meter Shed Status.** Update.

OM Benson

Operations Manager Benson gave an update on the Propane/Electric Meter Shed Status.

- i. **Fiscal Year 2023/24 General Manager Goals & Objectives.** Discussion & possible action.
President Epstein

President Epstein Presented the Fiscal Year 2023/24 General Manager Goals & Objectives.

President Epstein made a motion to approve the General Manager Goals & Objectives. Director Dornbrook seconded the motion, and it carried by the following row call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- j. **Snow Removal Budget & Allocations.** Discussion & possible action.

GM Christeson

General Manager Christeson presented the Snow Removal Budget & Allocations. Discussion ensued.

Director Schroeder made a motion to reallocate G&A percentages as presented. Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Schroeder made a motion to increase the internal snow removal allocations from 3% to 6%. Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion to purchase an internal combustion engine pickup instead of an EV, depending on price and availability, for FY 2024-25. Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: Director Perroud.

Director Perroud made a motion to defer trackless repairs & equipment purchase as presented. Director Schroeder seconded, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

Director Mitarotonda made a motion to direct staff to track and come back with a policy for interfund loan benefit tracking. Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

President Epstein made a motion to adopt the snow removal budget and allocations. Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: Director Perroud.

- k. **Whiskey Towers Snow Removal Contract.** Discussion & possible action. *GM Christeson*

Assistant General Manager Ansel gave an overview of the Whiskey Towers Snow Removal Contract safety and operational issues. Discussion ensued.

The board was in agreement that staff should meet with Whiskey Towers to see if it is possible to resolve the operational and safety issues.

- d. **RESOLUTION 23-10 OF THE BOARD OF DIRECTORS OF THE KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT APPROVING INTER-FUND TRANSFER AND LOAN.** Discussion & possible action *GM Christeson*

Director Schroeder motioned to approve Resolution 23-10, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

AYES: President Epstein, Directors Schroeder, Mitarolonda, Dornbrook.

NOES: None

ABSENT: None

ABSTAINING: Director Perroud

10. CLOSED SESSION.

President Epstein reported that the Board requested District counsel initiate litigation on the issue. The reported vote was as follows:

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

NOES: None

ABSENT: None

ABSTAINING: Director Perroud

11. MAJOR PROJECT UPDATES.

General Manager Christeson gave updates on:

- WWTP Project

12. GENERAL MANAGER'S REPORT

General Manager Christeson stated there was nothing further to report on.

13. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Operations are getting ready for winter.
- OGALS house grant.
- Fire Department

14. STANDING COMMITTEE REPORTS

a. **Finance Committee**

No further items.

b. **Operations Committee**

Director Dornbrook commented on the out of service fire hydrants.

c. **Planning Committee**

Director Mitarotonda requested guidance on finding agenda items for upcoming meetings that are in line with the board's objectives and needs.

Director Perroud recommends making a plan to discuss planning committee objectives.

d. **Communications Committee**

Director Dornbrook commented on Fire Wise, the Newsletter, the green waste dumpster, and chipping.

e. **Personnel Committee**

Did not meet.

f. **LAFCO**

Did not meet.

15. TEMPORARY ADVISORY COMMITTEE REPORTS

None

16. GENERAL DISCUSSION

President Epstein recommends the board come together and review a presentation about board responsibilities and working with staff.

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 pm

(The next Special Board Meeting is scheduled for Friday, October 13th, 2023, at 2:00 PM)


Peter Dornbrook, Board Secretary



Brittne Morris, Clerk of the Board

Kirkwood Meadows Public Utility District