



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, October 7, 2022 – 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, 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 Brittnie Morris, Electric/Propane Supervisor Baggett
Others Present and via Zoom:	Caroline Scott, Hadley Macias, Howard Hoffman, Jack Longinotti, Larry Parker, Olga Darlington – Moss Adams

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the October 7, 2022, Special 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

Rick Ansel, announced to the board that captain Tom Harris has been promoted to Assistant Chief. General Manager Christeson introduced Brittnie Morris as new Clerk of the Board/ Accounting 2 Specialist. Howard Hoffman would like the board to consider a minimum monthly charge for wastewater.

6. WRITTEN COMMENTS FROM THE PUBLIC

Howard Hoffman email dated August 15, 2022.

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve September 9, 2022, Special Board Meeting Minutes**
Approve September 9, 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

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. **Fiscal Year 2021/2022 Annual Audit**. Discussion & possible adoption.
Olga Darlington Presented the Annual audit, discussion ensued.

Director Schroeder Made a Motion to Adopt the Fiscal Year annual audit. 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

- b. **Finances**. Discussion and action regarding the district's financials. *AM McBride*
 - i. **August Financials**. Administrative Manager McBride presented the balance sheet noting total operating is up from plan.
 - ii. **September Preliminaries**. Preliminary September 2022 Revenues were presented.
 - iii. **Cash Flow**. Cash Flow for Fiscal Year 2022 and the third month of Fiscal Year 2023 was presented.
 - iv. **Budget Variance Tracking**. Budget Variances were updated through August 2022.
- c. **Performance Reporting & Aquifer Levels**. Update. *OM Benson*

Operations Manager Benson presented the performance report for each department and aquifer levels for the month of September 2022, including the prior years performance reporting. Discussion ensued.

d. **Propane/Electric Meter Shed Status.** Update

AM Bagget

Administrative Manager Bagget 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.

e. **Policy 640.1- Propane Service Permanent Disconnection & Private Service Policy.**
Discussion & Possible action.

GM Christeson

General Manager Christeson presented Policy 640.1. Discussion ensued.

Director Schroeder made a motion to approve Policy 640.1. 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

f. **Utility Rate Discounts.** Discussion and possible action.

GM Christeson

i. **Public Benefit Charge- Needs Assessment Consultant**

Director Mitarotonda presented the Planning Committee's recommendations for the Needs Assessment. Discussion ensued. Director Mitarotonda made a motion to approve the Hiring of a specialty consultant to perform a needs assessment. 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

ii. **Enterprise Fund Utilities- Permissible means of funding.**

General Manager Christeson presented the parameters for discounts of Enterprise Fund Utility rates. Discussion ensued. Director Perroud made a motion to table until after the Needs Assessment was completed. 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

iii. **Solid Waste-** Permissible means of funding

General Manager Christeson presented the parameters for discounts of Solid Waste rates. Discussion ensued. Director Perroud made a motion to table until after the Needs Assessment was completed. 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

g. **District Staffing Levels- Creation of Customer service Representative Position.** Discussion and possible action. *GM Christeson*

General Manager Christeson proposed the create of a customer service representative position. Discussion ensued.

Director Mitarotonda made a motion to approve the customer service position, allow the General Manager to create the job description, set the salary, and advertise immediately. 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

h. **Board Calendar.** Discussion & possible action. *President Epstein*

President Epstein introduced the Board calendar and the information it could contain.

It was with consensus that the board agreed on the Board calendar.

10. **GENERAL MANAGER'S REPORT**

General Manager Christeson reported on:

- File annual report with Cal Recycle
- Start date of the new Electric/Propane Project Manager on October 17, 2022.
- Master Planning Update
- Administrative Manager Kelly McBride's last Board meeting

11. **OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- Playground disassembly
- Irrigation meters

- Field Inspections
- Snow removal
- Chipping program

12. STANDING COMMITTEE REPORT

a. Finance Committee

All items were covered.

b. Operations Committee

All items were covered.

c. Communications Committee

Did not meet.

d. Planning Committee

See the written report contained in the Board Packet.

e. Personnel Committee

Did not meet.

f. LAFCO

President Epstein noted he will follow up with Alpine County.

13. TEMPORARY ADVISORY COMMITTEE REPORT

None

14. GENERAL DISCUSSION

Director Mitarotonda requested clarification on the PCS billing errors.

Director Mitarotonda asked about the timing of the Electric Master Plan.

Director Perroud requested clarification on expenses of the RPM blower.

Director Perroud requested clarification on expenses PERS001.

Director Perroud recommends a report that shows the correlation between the precipitation and well levels.

Director Perroud asked that the Board consider Mr. Hoffman's wastewater rate proposal.

The board is in consensus about having the holiday party on December 9th following the regularly scheduled board meeting.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00PM.

(The next Regular Board Meeting is scheduled for Friday, November 11, 2022, at 2:00 PM)



Brittnie Morris, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District