



**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 October 13<sup>th</sup>, 2023 – 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**

*Assistant Secretary Perroud*

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:

Jamie Strateman, Howard Hoffman, Sally, Jay Dwyer, Jack Longinotti, Chris Tucher, Mauree O'Donnell.

**3. ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christenson welcomed everyone to the October 13th, 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**

President Epstein removed item 9g. and moved items 9c. and 9d. to after item 9i.

Director Perroud would like to remove items 7b and 7c from the consent calendar for separate discussion.

**5. COMMENTS FROM THE AUDIENCE**

None.

**6. WRITTEN COMMENTS FROM THE PUBLIC**

None

**7. ADOPTION OF CONSENT CALENDAR**

- a. Approve September 8<sup>th</sup> regular meeting minutes.  
Approve September 8<sup>th</sup> regular meeting minutes.
- d. Re-authorize AB 361 Teleconference Meetings.  
Re-authorize AB 361 Teleconference Meetings.

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

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

NOES: None

ABSENT: Director Dornbrook

ABSTAINING: None

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

- 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 7b. President Epstein seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: Director Dornbrook.

ABSTAINING: None

Director Perroud motioned to approve Item 7c., President Epstein 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. Finances. Discussion and Possible action.

*AM Baggett*

- i. Overview & Budget Variances  
Administrative Manager Baggett gave an overview of Budget Variances. Discussion Ensued.
- ii. August Financials.  
Administrative Manager Baggett gave an overview of August Financials. Discussion ensued.

- iii. **September Preliminaries.**  
Administrative Manager Baggett gave an overview of September Preliminaries. Discussion ensued.
- iv. **Cash Flow.**  
Administrative Manager Baggett went over Cash Flow. Discussion ensued.

- b. **Property Tax Allocations.** Discussion & possible action. *GM Christeson*

General Manager Christeson presented the recommended property tax allocations.

Director Schroeder motioned to approve the property tax allocations, 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

- e. **Performance Reporting & Aquifer Levels.** Discussion & Possible action. *OM Benson*

Operations Manager Benson presented the Performance Reporting & Aquifer Levels. Discussion ensued.

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

Operations Manager Benson went over the Propane/Electric Meter Shed Status. Discussion ensued.

- h. **Propane Storage Pre-Design.** Discussion & Possible Action. *GM Christeson*

General Manager Christeson Propane Storage Pre-Design. Discussion Ensued. The Board reached consensus that no new propane tanks should be further considered and that the tank roof and vaporizer roof be included in the next fiscal year capital budget for discussion and consideration.

- i. **Electricity Cost of Goods Sold Adjustment Charge.** Discussion & possible action. *GM Christeson*

Director Schroeder presented Electricity Cost of Goods Sold Adjustment Charge. Discussion Ensued.

Director Schroeder made a motion to research the options of either a flat per kWh increase or Electricity Cost of Goods Sold Adjustment Charge similar to propane. Director Mitarotonda 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

- c. **KVFD Temporary Advisory Committee Draft Survey.** Discussion & possible action.  
*Director Mitarotonda*

Director Mitarotonda presented the KVFD Temporary Advisory Committee Draft survey. Discussion ensued.

The board was in consensus that the KVFD TAC should proceed with the recommendations included in the TAC report.

- d. **KVFD Paid Employment Structure.** Discussion & possible action. *GM Christeson*

General Manager Christeson gave an overview of the KVFD Paid Employment Structure. Discussion Ensued.

Director Mitarotonda made a motion to move forward with investigating formation of a separate KVFD board through LAFCO and to seek guidance from District Counsel. Director Perroud 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

#### **10. MAJOR PROJECT UPDATES.**

General Manager Christeson gave updates on:

- WWTP Project
- OGALS Project
- Propane Master plan

#### **11. GENERAL MANAGER'S REPORT**

General Manager Christeson reported on:

- CMUA Regulatory Meeting
- CMUA Legislative work group
- ACWA Region 3 meeting
- Thimblewood HOA meeting
- Tesla EV charger meeting
- Cross Connection Control Program
- Sanitary Sewer Mitigation Program
- WWTP Schedule meeting

#### **12. OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- Kirkwood Volunteer Fire Department.
- WWTP Membrane Replacement
- Snow Removal
- Road Maintenance
- Project inspection deadline

**13. STANDING COMMITTEE REPORTS**

- a. **Finance Committee**  
No further items.
- b. **Operations Committee**  
No further items.
- c. **Planning Committee**  
Director Mitarotonda commented on fuel switching, needs assessment, electric rate changes, and the heat pump project.
- d. **Communications Committee**  
Did not meet.
- e. **Personnel Committee**  
Did not meet.
- f. **LAFCO**  
Did not meet.

**14. TEMPORARY ADVISORY COMMITTEE REPORTS**

None

**15. GENERAL DISCUSSION**

Director Mitarotonda recommended changing the timing of the board meetings to make it easier to include the district financials.

Director Perroud commented on the new snow removal equipment, stipends, and employee housing.

**16. CLOSED SESSION**

President Epstein stated there was no reportable items.

**17. ADJOURNMENT**

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

*(The next Special Board Meeting is scheduled for Friday, November 10th, 2023, at 2:00 PM)*

  
Brittne Morris, Clerk of the Board

  
Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District