



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 November 10<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, Brittnie Morris.

Others Present and via Zoom:

Jeff Brown, Howard Hoffman, Reagan Ballo, Connie Benz, Carry Parker, Anne-Flore Dwyer, Sandy Goldberg, Kirkwood Property Service, Standish O'Grady.

3. **ANNOUNCEMENTS**

*General Manager Christeson*

General Manager Christeson welcomed everyone to the November 10th, 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**

None.

5. **COMMENTS FROM THE AUDIENCE**

None.

6. **WRITTEN COMMENTS FROM THE PUBLIC**

None

7. **ADOPTION OF CONSENT CALENDAR**

- a. **Approve October 13<sup>th</sup> regular meeting minutes.**  
Approve October 13<sup>th</sup> regular meeting minutes.
- b. **Approve Current Consent for Claims.**  
Approve Current Consent for Claims.
- c. **Review Receivables/Shut Offs Report**  
Review Receivables/Shut offs Report.
- d. **Re-authorize AB 361 Teleconference Meetings.**  
Re-authorize AB 361 Teleconference Meetings.

Director Dornbrook motioned to adopt the consent calendar, Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: Director Perroud.

ABSTAINING: None

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

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. **September Financials.**

Administrative Manager Baggett gave an overview of September Financials. Discussion ensued.

iii. **October Preliminaries.**

Due to the timing of the month end, there are no preliminaries.

iv. **Cash Flow.**

Administrative Manager Baggett went over Cash Flow. Discussion ensued.

- b. **LAIF Transfer.** Discussion & possible action. *AM Baggett*

General Manager Christeson Presented the LAIF Transfer.

Director Mitarotonda motioned to approve the LAIF Transfer, 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

- c. **District Banking Vendor.** Discussion & Possible action. *AM Baggett*

Administration Manager Bagget and Reagan Ballo of 5 Starr presented information on a banking prospectus with 5 Star Bank. Discussion ensued.

Director Mitarotonda motioned to approve the change to 5 Star Bank, 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

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

Operations Manager Benson Presented the Performance Reporting and Aquifer Levels. Discussion ensued.

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

General Manager Benson gave an overview of the Propane/Electric Meter Shed Status. Discussion ensued.

- f. **CSB Heat Pump Phase 1.** Update. *OM Benson*

Operations Manager Benson gave an overview of the CSB Heat Pump Phase 1 Project. Discussion ensued.

- g. **Electric Cost of Goods Sold Adjustment Charge.** Discussion & possible action.  
*President Epstein*

Operation Manager Benson Presented the Electric cost of goods sold adjustment charge. Discussion ensued.

Director Mitarotonda made a motion to direct Staff to notice a rate hearing on December 8, 2023; to obtain updated Shell hedge pricing; to prepare an amendment to Ordinance 21-02 to adjust the usage rate to reflect the new cost of goods sold reflective of this new pricing; and to use this hedge pricing through the June 30, 2026. 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

- h. **Planning Committee Topics.** Discussion & possible action. *Director Mitarotonda*

Director Mitarotonda Presented Planning committee topics. Discussion ensued.

The consensus of the board was that the planning committee's main objective should focus on the switch from propane to electric and improve propane and electric efficiency.

**10. MAJOR PROJECT UPDATES.**

General Manager Christeson gave updates on:

- WWTP Project
- Propane master plan

**11. GENERAL MANAGER'S REPORT**

General Manager Christeson reported on:

- WWTP
- SB 1383
- Northern California Joint Pole Association Meeting
- WAPA CVP Meeting
- CMUA Legislative Regulatory Planning Meeting
- PG&E Divesting Hydroelectric generation assets

**12. OPERATIONS REPORT**

Assistant General Manager Ansel reported on:

- Kirkwood Volunteer Fire Department.
- Snow Removal
- Employee Housing

**13. STANDING COMMITTEE REPORTS**

- Finance Committee**  
No further items.
- Operations Committee**  
No further items.
- Planning Committee**  
Director Mitarotonda thanked everyone for their guidance.
- Communications Committee**  
Director Perroud commented on the communications plan and will be brought back in December.
- Personnel Committee**  
President Epstein commented on a new management position for water and wastewater.
- LAFCO**  
Did not meet.

**14. TEMPORARY ADVISORY COMMITTEE REPORTS**

Director Mitarotonda commented on the Fire and Emergency Medical Services Committee.

**15. GENERAL DISCUSSION**


Director Perroud commented on the AP Voucher Report, WAPA, irrigation meters, and delivering information to the community members.

President Epstein recommended sharing Roberts Rules of Order and a presentation from Oliver Gee on board policies and the Brown Act.

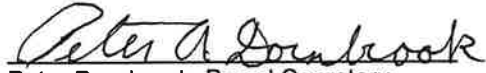
**16. ADJOURNMENT**

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

*(The next Board Meeting is scheduled for Friday, December 8th, 2023, at 2:00 PM)*



Brittne Morris, Clerk of the Board



Peter Dornbrook, Board Secretary  
Kirkwood Meadows Public Utility District

