



KIRKWOOD MEADOWS
PUBLIC UTILITY DISTRICT

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, November 11, 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, the Governor's Executive Order N-15-21, 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, Mitarotonda and Perroud
Board of Directors Present via Zoom:	Director Schroeder
Board of Directors Absent:	None
Staff Present:	General Manager Christeson, Assistant General Manager Ansel, Administrative Manager Baggett, Operations Manager Benson,
Others Present and via Zoom:	Matt Jones, Anne-Flore Dwyer, Howard Hoffman

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the November 11th, 2022, 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

Matt Jones gave an update on the resort and opening day.

6. WRITTEN COMMENTS FROM THE PUBLIC

None

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve October 7, 2022, Special Board Meeting Minutes**

- Approve October 7, 2022, Special Board Meeting Minutes
- b. **Re-Authorize 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 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

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

None

9. ITEMS FOR BOARD ACTION

- a. **Finances.** Discussion and action regarding the district's financials. *AM Baggett*
 - i. **September Financials.** Administrative Manager Baggett presented a cover letter explaining the differences and variances in the balance sheet.
 - ii. **October Preliminaries.** Preliminary for October 2022 Revenues were presented.
 - iii. **Cash Flow.** Cash Flow for Fiscal Year 2022 and the fourth month of Fiscal Year 2023 was presented.
 - iv. **Budget Variance Tracking.** Budget Variances were updated through September 2022.
- b. **Performance Reporting & Aquifer Levels.** Update. *OM Benson*
Operations Manager Benson presented the performance report for each department and aquifer levels for the month of October 2022, including the prior year's performance reporting. Discussion ensued.
- c. **Propane/Electric Meter Shed Status.** Update *OM Benson*
Administrative 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.
- d. **SSMP Annual Audit.** Discussion & Possible action. *OM Benson*

Operations manager Benson Presented the SSMP Annual Audit. Discussion ensued.

Director Perroud motioned to approve. 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

- e. **Low-income Housing Priority Policy.** Discussion and possible action. *GM Christeson*

General Manager Christeson presented the low-income housing Priority Policy. Discussion ensued.

Director Dornbrook motioned to approve. 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. **Solid Waste Rate Increase.** Discussion and possible action. *GM Christeson*

General Manager Christeson presented the information regarding Aces Prices. Discussion ensued, no action taken.

- g. **KVFD Service Recovery.** Discussion & possible action. *AGM Ansel*

Assistant General Manager Ansel presented an agreement for Fire Recovery USA. Discussion ensued.

Director Mitarotonda motioned to approve. Director Dornbrook 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. **Minimum Charge Concept.** Discussion & Possible action. *Director Perroud*

Director Perroud Presented a Minimum Charge Concept. Discussion ensued, no action taken.

- i. **State Legislature Lobbyist.** Discussion & possible action. *President Epstein*

President Epstein Presented a proposal to contract a Lobbyist. Discussion ensued, no action taken.

- j. **Duties of Board Members.** Discussion & Possible action. *President Epstein*

President Epstein presented the duties of the board members. Discussion ensued, no action taken.

- k. **Employee Handbook Update.** Discussion & Possible action. *GM Christeson*

General Manager Christeson Presented the update to the employee handbook. Discussion ensued.

Director Mitarotonda made a motion to adopt, Schroeder seconded, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

10. GENERAL MANAGER'S REPORT

General Manager Christeson reported on:

- 3 out of 5 Snow Removal positions are filled.
- Advertised for customer service position.
- OM Benson registered for the University of Idaho Energy Executive Course.
- Clerk of the Board Morris attended the CSDA/SDRMA Clerk of the Board Conference.

11. OPERATIONS REPORT

Assistant General Manager Ansel had nothing to report.

12. STANDING COMMITTEE REPORT

a. Finance Committee

All items were covered.

b. Operations Committee

Did not meet.

c. Communications Committee

Did not meet.

d. Planning Committee

Did not meet.

e. Personnel Committee

All items covered

f. LAFCO

President Epstein noted the municipal service review is agenda for December's LAFCO meeting.

13. TEMPORARY ADVISORY COMMITTEE REPORT

None

14. GENERAL DISCUSSION

Director Mitarotonda requested information about the schedule for agenda topics.

Directors Mitarotonda & Perroud requested information about the electric study/ master plan.

Director Perroud asked about providing a bike rack for the public.

Director Dornbrook asked if we will be eliminating remote meetings and reopening to the public.

President Epstein reminded everyone about the holiday party following the December 9th Board meeting.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:45PM.

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


Brittne Morris, Clerk of the Board


Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

