



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, December 09, 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 Schroeder, Dornbrook, Perroud, and Mitarotonda,
Board of Directors Present via Zoom:	None
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:	Supervisor Jeff Brown, Jack Longinotti, and Robert Knourek

3. ANNOUNCEMENTS

General Manager Christeson

General Manager Christeson welcomed members of the public to the December 09, 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

Director Perroud requested that item 7.d be brought forward for discussion.

5. COMMENTS FROM THE AUDIENCE

None

6. WRITTEN COMMENTS FROM THE PUBLIC

None

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve November 11, 2022, Special Board Meeting Minutes**

- Approve November 11, 2022, 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

Director Dornbrook motioned to adopt the Consent Calendar Items 7.a, 7.b, and 7.c. 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

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

d. **Receivables / Shut Offs Report**

Director Perroud noted the past due balances are much higher this month than in the past and asked for clarification. Staff noted that it was mostly due to Vail being past due.

Director Perroud motioned to adopt the Consent Calendar Items 7.d. 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

9. **ITEMS FOR BOARD ACTION**

- a. **Finances.** Discussion and action regarding the district's financials. *AM Baggett*
 - i. **Overview & Budget Variances.** Administrative Manager Baggett presented a cover letter explaining the items of note as well as budget variances.
 - ii. **October Financials.** No questions nor comments were provided regarding the October Financials.
 - iii. **November Preliminaries.** Preliminary for November 2022 Revenues were presented.
 - iv. **Cash Flow.** Cash Flow was presented and Administrative Manager Baggett noted that pay-off of one of the USDA RUS loans was included in the December RUS Principal payment amount.

- 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 November 2022, including the prior year's performance reporting. Discussion ensued.

c. **Propane/Electric Meter Shed Status.** Update*OM Benson*

Operations 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. **Employee Temporary Gas Stipend.** Discussion & Possible action *GM Christeson*

General Manager Christeson presented a proposal for a temporary employee gas stipend. Discussion ensued.

President Epstein called for a vote on the recommendations in the Staff Report, and it carried as follows:

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

NOES: None

ABSENT: None

ABSTAINING: Director Perroud

e. **Policy for Reducing Electric AMU.** Discussion and possible action.*GM Christeson*

General Manager Christeson presented a Policy for reducing Electric AMU. Discussion Ensued.

The Board declined to take action on 1.c.ii, Policy for AMU Reduction due to "Significant, sustained reduction in kWh use." Instead, the Board opted to only proceed with 1.c.i, Policy for AMU Reduction for "Unique, demonstrable circumstances to justify a change." The Board directed staff to develop rules (including, but not limited to frequency and choice of beginning year), forms, fees, and associated Ordinance. Further, the Board declined to include this topic and policy in the planned, future community forum.

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

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

NOES: None

ABSENT: None

ABSTAINING: Director Dornbrook

10. GENERAL MANAGER'S REPORT

General Manager Christeson reported on:

- Wastewater treatment plant design continues on schedule per Stantec.
- Electric Master Plan should be ready for staff review in January and the Board in February.
- Water Master Plan Request for Proposal should be advertised soon.
- Amador Planning Commission will be considering modification to the hazardous & dead trees / defensible space Tri-Tac removal permit process.

- El Dorado Irrigation District will be replacing the dam at Silver Lake and there might be possible road closers on 88 next summer.
- Snow removal this weekend will be triage mode, only roads will be plowed for emergency vehicle access with clean-up to follow next week.
- Referral bonus is working we are nearing full staffing for snow removal.

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on.

- Thanks to staff for fixing the water leak.
- Reminded everybody to stake or remove the snow from their vehicles.

12. STANDING COMMITTEE REPORT

a. Finance Committee

All items covered.

b. Operations Committee

All items covered.

c. Communications Committee

Did not meet.

d. Planning Committee

Director Mitarotonda stated that they are still looking for someone to help with the Needs Assessment.

e. Personnel Committee

President Epstein plans to present graphical organizers on the 5-year plan and annual progress. Also presented the finders fee, \$500 for full time employees and \$250 for part time. Success & Stress Holiday bonus.

f. LAFCO

Director Mitarotonda mentioned updating the Service Area report that will be discussed at the next meeting.

13. TEMPORARY ADVISORY COMMITTEE REPORT

General Manager Christeson updated the information regarding the special assessment tax for the fire department.

14. GENERAL DISCUSSION

Director Mitarotonda asked about the electric infrastructure study.
Director Mitarotonda asked about the signage meetings for Caltrans.
Director Mitarotonda asked about the HOA snow removal ACH process, and asked if there was a system in place to help people sign up for automatic payments.

15. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:30PM.

(The next Regular Board Meeting is scheduled for Friday, January 13th, 2022, at 2:00 PM)



Brittnie Morris, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

