



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, July 05, 2024 – 2:00 PM

BOARD MEETING MINUTES

Doug Mitarotonda, Vice President
Peter Dornbrook, Secretary

BOARD MEMBERS
Robert Epstein, President

John Schroeder, Treasurer
Chris Tucher, 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 2:00 PM.

2. **ROLL CALL**

Secretary Dornbrook

Board of Directors Present:

President Epstein, Directors Dornbrook, Schroeder, Tucher, and Mitarotonda

Board of Directors Present via Zoom:

Board of Directors Absent:

Staff Present:

General Manager Christeson, Assistant General Manager Ansel, Clerk of the Board Williams

Others Present (In person or via Zoom):

Supervisor Terry Woodrow, KVFD Captain Gomez, KVFD Captain Taylor, Sandy Goldberg, Greg Kiskinen, Larry Parker, Caroline Scott, Kleitenbauer, Eric Richert

3. **ANNOUNCEMENTS**

General Manager Christeson

General Manager Erik Christeson welcomed everyone to the July 5th, 2024 Board meeting and noted if you are on Zoom, please use the raise your hand function if you would like to speak.

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 June 7, 2024, regular meeting minutes.**

Approved June 7, 2024 regular meeting minutes.

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

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

NOES: None

ABSENT: Tucher

ABSTAINING: None

- 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.

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

None.

9. ITEMS FOR BOARD ACTION

- a. **Finances.** GM Christeson
 - i) Overview & Budget Variances.
GM Christeson gave an overview of Overview & Budget variance. Discussion ensued.
 - ii) April Financials.
GM Christeson gave an overview of April finances. Discussion ensued.
 - iii) May Preliminaries.
GM Christeson gave an overview of May preliminaries. Discussion ensued.
 - iv) Cash Flow.
GM Christeson gave an overview of the Cash Flow. Discussion ensued.

- b. **Fiscal Year 2024/25 Draft Operations Budget** GM Christeson

General Manager Christeson provided an overview of the Fiscal Year 2024/25 Draft Operations Budget. Discussion ensued.

Director Schroeder motioned to approve the Fiscal Year 2024/25 Draft Operations Budget with the caveat the Snow Removal fund is yet to be determined. Director Dornbrook seconded the motion, and it carried out the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- c. **FY 2024/25 Capital Improvement Budget** GM Christeson

General Manager Christeson provided an overview of FY 2024/25 Capital Improvement Budget. Discussion ensued.

Director Dornbrook motioned to approve the FY 2024/25 Capital Improvement Budget. Director Schroder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

d. **Schedule of Fees & Miscellaneous Fees** GM Christeson

General Manager Christeson provided an overview of the Schedule of Fees & Miscellaneous Fees. Discussion ensued.

Director Schroeder motioned to approve the Schedule of Fees & Miscellaneous Fees. Director Mitarotonda seconded the motion, and it carried out the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

e. **Third-Party Accounting/Audit Assistance** GM Christeson

General Manager Christeson gave an overview of the Third-Party Accounting/Audit Assistance. Discussion ensued.

Director Schroder gave supportive information from his conversations with the Finance Committee and Olga Darling of Moss Adams.

Director Mitarotonda motioned to approve the Third-Party Accounting/Audit Assistant with a \$40,000 cap for two years. Director Dornbrook second the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

f. **Sanitary Sewer Management Plan** GM Christeson

General Manager Christeson provided an overview of the Sanitary Sewer Management Plan. Discussion ensued.

Director Dornbrook motioned to approve the Sanitary Sewer Management Plan. Director Tucher seconded the motion, and it carried out the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

g. **Wildfire Plan & Resolution 24-04**

GM Christeson

General Manager Christeson provided an overview of the Wildfire Plan & Resolution 24-04. Discussion ensued.

Director Mitarotonda motioned to approve the Wildfire Plan & Resolution 24-04 with the clerical adjustments. Director Dornbrook seconded the motion, and it carried out the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

h. **Workplace Violence Prevention Program**

AGM Ansel

Assistant General Manager Ansel provided an overview of the Workplace Violence Prevention Program and SB 553. Discussion ensued.

Director Mitarotonda motioned to approve the Workplace Violence Prevention Program. Director Schroeder seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

i. **KVFD Funding and Divestment Options**

Chief Ansel

Chief Ansel provided an overview the KVFD Funding and Divestment Options. Chief Ansel reported on shifts and calls status. Discussion ensued.

President Epstein motioned to propose the Board instruct Staff to develop an internal business plan of what it will look like if KMPUD hires directly, gauge interest on an external contract service and see who might be willing. Complete only the benefit assessments of the 218 processes. Develop an overall flow chart of steps that are required to happen. Director Mitarotonda seconded the motion, and it carried out by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

j. **5 Star Bank Endorsement**

GM Christeson

General Manager Christeson provided an overview of the 5 Star Bank Endorsement. Discussion ensued.

Director Mitarotonda motioned to approve the 5 Star Bank Endorsement with Director Schroeder's recommendations regarding the option to withdraw. Director Tucher seconded the motion, and it carried out the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

10. MAJOR PROJECT UPDATES.

GM Christeson

Projects update was covered under the Capital Projects agenda item.

11. GENERAL MANAGERS REPORT

GM Christeson

No report.

12. OPERATIONS REPORT

Chief Ansel

No report.

13. STANDING COMMITTEE REPORTS

a. **Finance Committee**

No Report.

b. **Operations Committee**

No Report.

c. **Planning Committee**

No Report.

d. **Communications Committee**

Director Mitarotonda provided an overview of the FAQs, the simplicity to sign up for the Newsletter using an QR code, first reiteration of the Newsletters added content, and the District Survey Notifications. Discussion ensued.

e. **Personnel Committee**

No Report.

- f. LAFCO
Did not meet.

14. TEMPORARY ADVISORY COMMITTEE REPORTS

- 15. GENERAL DISCUSSION**
None.

16. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:58 pm

(The next Board Meeting is scheduled for Friday, August 2nd, 2024 at 2:00 PM)

Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

Carrie Williams, Clerk of the Board