



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 March 8th, 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 2:01 PM.

2. ROLL CALL

Secretary Dornbrook

Board of Directors Present:

President Epstein, Directors Schroeder, Tucher, Dornbrook.

Board of Directors Present via Zoom:

Directors Mitarotonda.

Board of Directors Absent:

Staff Present:

Assistant General Manager Ansel, Operations Manager Benson, Brittnie Morris

Others Present and via Zoom:

Carol, Chris Kearney, John Reiter, Lucas, Terry Woodrow, Jack Longinotti, Alec Hogg, Catherine Elmasians, Eric Richert, Ricky Newberry.

3. ANNOUNCEMENTS

Assistant General Manager Ansel

Assistant General Manager Ansel welcomed everyone to the March 8th, 2024, 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

Ricky Newberry commented on Kirkwood Mountain Resort and snow removal during the isolation event and an update on planned pot hole repairs on Kirkwood Meadows Drive.

6. WRITTEN COMMENTS FROM THE PUBLIC

None.

7. ADOPTION OF CONSENT CALENDAR

- a. **Approve February 9th, 2024 regular meeting minutes.**
Approve February 9th 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 Schroeder motioned to adopt the consent calendar, Director Dornbrook 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

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**
Assistant General Manager Ansel gave an overview of Budget Variances. Discussion Ensued.
 - ii. **January Financials.**
Assistant General Manager Ansel gave an overview of January Financials. Discussion ensued.
 - iii. **Cash Flow.**
Assistant General Manager Ansel gave an overview of cash flow.
- b. **Draft Budget Assumptions.** Discussion & possible action. *AGM Ansel*

Assistant General Manager Ansel gave an overview of the Draft budget Assumptions. Discussion ensued.
- c. **Solid Waste Interfund Loan.** Discussion & Possible action. *AGM Ansel*

Assistant General Manager Ansel gave an overview of the Solid Waste Interfund Loan. Discussion ensued.

Director Tucher made a motion to approve the Solid Waste Interfund Loan, Director Dornbrook Seconded the Motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

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

Operations Manager Benson gave an overview and update of the Performance Reporting & Aquifer Levels. Discussion ensued.

- e. **Water Master Plan Contract.** Discussion and possible action. *OM Benson*

Operations Manager Benson gave an overview of the Water Master Plan contract proposals received and Staff's recommendation to execute a contract with Peterson Brustad Inc.. Discussion ensued.

President Epstein made a motion to execute a contract with Peterson-Brustad Inc. for the Water Master Plan and tank inspections contract with PBI not to exceed \$100,000, Director Tucher seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- f. **Propane Master Plan Contract** Discussion & possible action. *OM Benson*

Operations Manager Benson presented information on the Propane System Master Plan Master Plan proposals received and Staff's recommendation to execute a contract with Stantec . Discussion ensued.

Director Schroeder made a motion to execute a contract with Stantec for the Propane Master Plan not to exceed \$52,000. Director Mitarotonda seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

- g. **KVFD Survey Results & Next Steps.** Discussion & possible action. *Director Mitarotonda*

Director Mitarotonda gave an overview of the KVFD Temporary Advisory Committee Report. Discussion Ensued.

Director Schroeder made a motion to approve resolution 24-03 Letter of appreciation to the Temporary Fire advisory committee. Director Tucher Seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

After Discussion of the results from the survey and recommendations from the Committee members, Director Mitarotonda made a motion to approve the actions (below) regarding the next steps with the KVFD. Director Tucher Seconded the motion, and it carried by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAINING: None

The KMPUD Board hereby directs Staff to undertake the following actions, in prioritized order, which will inform the Board about how to proceed with next steps regarding the KVFD:

1. Staff creates and distributes a Request for Proposal to various firms to conduct a 218 process. Once proposals are received, Staff to evaluate and make a recommendation to the Board for approval.
2. Fire Chief to evaluate future budget options for the KVFD that would allow for full and/or part-time professional staffing, considering and presenting multiple options that range from the Minimum and up to the Basic proposals presented in the survey.
3. General Manager to explore and present options for budgeting, staffing, and the organizational structure changes that would enable full and/or part-time professional staffing, including the position of the Fire Chief, beginning in fiscal year 2024-2025.
4. Staff continues conversations with Kirkwood Mountain Resort regarding funding and the exploration of opportunities for collaboration and complementary efforts for fire and emergency medical services.
5. Staff to investigate sources of funding other than from property owners, including, but not limited to, State Assistance by Hire, Transient Occupancy Tax, and Mutual Aid Agreements.

10. MAJOR PROJECT UPDATES.

Assistant General Manager Ansel gave updates on:

- WWTP Improvement Project

11. OPERATIONS REPORT

Assistant General Manager Ansel reported on:

- Snow Removal
- WWTP Improvement Project

12. STANDING COMMITTEE REPORTS

- a. **Finance Committee**
Nothing to report.
- b. **Operations Committee**
Nothing to report.

c. **Planning Committee**

Director Tucher gave a brief update on planning committee topics.

d. **Communications Committee**

Director Mitarotonda commented and gave a brief update on communication committee topics.

e. **Personnel Committee**

Did not meet.

f. **LAFCO**

Did not meet.

13. TEMPORARY ADVISORY COMMITTEE REPORTS

None

14. GENERAL DISCUSSION

Director Mitarotonda requested that the electric KWH (6.3 M KWH per the original rate study) needed to meet fixed costs be documented. Discussion ensued with no action taken.

15. CLOSED SESSION

President Epstein reported from the closed session that there were no reportable actions taken.

16. ADJOURNMENT

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

(The next Board Meeting is scheduled for Friday, April 12th, 2024, at 2:00 PM)



Brittnie Morris, Clerk of the Board



Peter Dornbrook, Board Secretary
Kirkwood Meadows Public Utility District

