

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, February 15, 2022, 3:00 P.M.

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: Zoom teleconference/videoconference
(In-Person): Stephen Brown, Gordon Johnson, Gerrie Kilburn & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon, Field Staff; Michele Ferrell & Juan Tello

PUBLIC PRESENT: (Zoom): Shawn Harkness of CV Strategies
(In-Person): Attorney; William Kruse of Lagerlof, LLP

1. CALL TO ORDER:

Director Stephen Brown called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICER:

Director Gerrie Kilburn nominated Gordon Johnson to Chairman for 2022 and was seconded by Director David Moritz. Director Stephen Brown conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

3. RESOLUTION 2022-02-15 RECOGNITION AND APPRECIATION OF SERVICE BY TIMOTHY ELDRIDGE.

Director Gerrie Kilburn motioned to adopt the Resolution 2022-02-15 and was seconded by Director Stephen Brown.

4. PUBLIC COMMENT: None

5. REVIEW OF MINUTES:

Director Gerrie Kilburn motioned to approve the **January 18, 2022** Minutes for filing with indicated revisions and was seconded by Director Stephen Brown. Director Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye

6. REVIEW OF FINANCIAL REPORTS:

The Financial Report package review was postponed until the next month due to the misprint of one report.

7. GENERAL MANAGER'S REPORT:

General Manager, Melvin Matthews presented his report.

Discussion Outcome:

Installation of Subeca devices will take place in April.

District Audit will be scheduled in February.

The Emergency Response Plan will be completed in March once the suggested revisions from Tim Eldridge have been integrated.

Michele Ferrell and Juan Tello completed the House Tunnel Project.

The Brown/Glen Improvement Project is in the design phase.

8. SYSTEM MAP PROJECT:

The General Manager explained that once the current updates have been reviewed, and anticipates the completion of the Project in March.

9. CUSTOMER OUTREACH PROJECT:

The General Manager introduced Shawn Harkness of CV Strategies. Mr. Harkness explained his approach in developing the survey was to gain background on the customers who we are trying to reach, how we are currently reaching them, and how they would prefer to be communicated to in the future. It was generally focused on helping the District shape how we would reach the customers.

Discussion Outcome

Mr. Harkness expects the survey to be ready by March. After two weeks the collection of survey data will be concluded and evaluated.

10. DELEGATION OF AUTHORITY:

General Manager, Melvin Matthews reviewed the Delegation of Authority and stated that Alix Stayton from the Public Water Agencies Group has agreed to review the Emergency Response Plan (ERP). Director Gordon Johnson clarified that the Delegation of Authority complements the ERP.

Discussion outcome:

The Delegation of Authority document should include criteria for when the General Manager will designate a member of staff to act on his behalf, for example when the General Manager is on vacation, on medical leave, or away from Southern California. Once the revisions to the Delegation of Authorities document have been completed, it will be presented to the Board for review"

Director Gordon Johnson recommended an update to the organization chart.

11. COMMITTEE ASSIGNMENTS:

The purpose of this item was to achieve clarification of standing committees and ad hoc committees in regards to compliance with the Brown Act. Further, this topic will define the Committee structure and gain an understanding of the purpose of the Committees formed.

William Kruse stated that the distinguishing characteristics of a Committee are the nature and scope of the charge, what the Committee is expected to do, and the term of its existence. Generally, an ad hoc committee has a fixed term and is disbanded at the time that their job is completed. If a Committee meets on a regular basis, then it's clearly a standing committee.

Discussion Outcome:

The Board expressed the Personnel Committee has met its purpose and has disbanded. It would be prudent not to form too many ad hoc committees.

Revise the rules to indicate the process used by staff to request special reviews.

12. RESOLUTION 2022-02-15a:

The GM presented the Resolution to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022. Director Gerrie Kilburn motioned to adopt the Resolution and was seconded by Director Stephen Brown. Director Gordon Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*

13. CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code €54954.5(E): Title: General Manager

Discussion Outcome:

Chairman Gordon Johnson announced the closed session concluded and no action was taken.

14. DIRECTOR REQUESTS:

Director Gerrie Kilburn explained she was prepared to address the Division 4 Board vacancy at the next Board meeting.

ADJOURNMENT

Chairman Johnson adjourned the meeting at 5:33 pm.

Prepared and submitted by,

Martin Aragon

Office Manager/Board Clerk

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