

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 17, 2023, 3:00 P.M.

## MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

**DIRECTORS PRESENT:** (In-Person): Gordon Johnson, Gerrie Kilburn, Stephen Brown, Timothy Eldridge

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** (In-Person): General Manager, Tom Majich; Martin Aragon, Chris Burt,

**PUBLIC PRESENT:** William Opel

**1. CALL TO ORDER:**

Chairman Johnson 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. PUBLIC COMMENT:** William Opel inquired about status of an updated hydraulic model to estimate fire flow throughout the District and asked for District Staff to develop a summary on how fire flow may be temporarily improved through system operation changes in the event of a fire in the District. Mr. Opel stated that a mailer was sent out to all voters in Division 5 as part of his campaign for the Board of Directors seat and that a copy will be sent to the District office.

**3. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **September 19, 2023** Minutes for filing with a correction on Item 4 changing “June” to “August” and a mis-spelling on Item 7, and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Kilburn / Eldridge– 4 Aye/0 Nay/0 Abstain/0 Absent)

**4. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the September 2023 financial reports. Director Brown motioned to approve the reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay /0 Abstain/0 Absent)

**5. INFORMATION ITEMS:**

The new customer billing system has been rolled out to all customers starting with the October bill. District Staff reports satisfaction with the new system so far and notes that various customers have called for support on account setup, but response has generally been positive.

The Division 5 Board of Directors election is underway. Vote Centers will open on Saturday October 28<sup>th</sup>, Election Day and the Declaration of Elected Candidates shall be declared no later than Monday November 27<sup>th</sup>.

The next customer newsletter will be prepared late October. The General Manager will include information on how the District is successfully using Subeca for early leak detection and customer notification.

**6. AD HOC MASTER PLAN COMMITTEE:**

Chairman Johnson reported on the inaugural meeting of the committee and noted the desire to develop a Mission Statement for the District to guide the effort. The General Manager prepared a memo with example mission statements from peer agencies. Chairman Johnson requested that all board members email the General Manager by October 31<sup>st</sup> what themes they would like incorporated into a Mission Statement. The General Manager will draft a proposed mission statement for discussion at the next regular board meeting. The committee will work on a draft outline Master Plan for board review and comment by the end of the first quarter of 2024 with the intention that there is community outreach over the second and third quarters prior to formal adoption.

**7. AD HOC PERSONNEL COMMITTEE REPORT:**

Director Brown reports that the committee met and discussed various staffing changes that may be considered following the final determination on the 2024 operating budget.

**8. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT:**

The committee presented a memo with a recommended rate adjustment for 2024. After some discussion Director Eldridge motioned to table the recommendation for a rate adjustment to a Special Board Meeting to be held at 2:00 pm on Tuesday, October 24, 2023 and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

**9. GENERAL MANAGER'S REPORT:**

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending September 2023 was provided.

**10. DIRECTOR REPORTS AND/OR COMMENTS:**

NONE

11. **CALENDAR:** Upcoming regular meetings: Nov. 21, 2023; Dec. 19, 2023; January 16, 2024

12. **ADJOURNMENT:**

Chairman Johnson adjourned the meeting at 4:55 P.M.

Prepared and submitted by,

*Martin Aragon*

Martin Aragon

Office Manager/Board Clerk

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