

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 29, 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, Office Assistant Melanie Timoteo; Field Staff; Chris Burt & Michele Ferrell

PUBLIC PRESENT: (Zoom): Shawn Harkness of CV Strategies
(In-Person): Tom Majich, KID General Counsel William Kruse of Lagerlof LLP. & John Robinson of John Robinson Consulting, Inc.

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: None

3. OATH OF OFFICE - Division 4 appointee Thomas “Tom” Majich II:

Administration of Oath was postponed until the County Board of Supervisors has ratified the appointment.

4. FORMAT OF MEETING MINUTES – Board to discuss format and content of meeting minutes in consideration of the recommendation of the District’s General Counsel.

Discussion outcomes and action items will be captured in the minutes.

5. **REVIEW OF MINUTES** - February 15, 2022

Director Brown motioned to substitute the italicized language in item ten for:

“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”

and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted *Aye*

Director Kilburn motioned to approve the February 15, 2022, Minutes for filing with indicated revisions and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted *Aye*

6. **REVIEW OF FINANCIAL REPORTS** – January 31, 2022, and February 28, 2022:

Director Moritz motioned to approve the financial reports for filing and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted *Aye*.

7. **GENERAL MANAGER’S REPORT:**

The General Manager presented his report.

8. **ELECTION OF INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO LAFCO**

Director Kilburn motioned to elect E.G., “Jerry” Gladbach as a Voting Member for Special District LAFCO and was seconded by Director Moritz. Chairman Johnson conducted a roll call vote. Directors Kilburn and Director Moritz voted *Aye*. Directors Brown and Johnson voted *nay*.

Director Brown motioned that the Board, on behalf of the District, abstain from casting a vote for either of the two candidates for Alternative Member to the Special District LAFCO and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Director Brown, Johnson, Kilburn, and Moritz voted *Aye*.

The Board decided not to vote in either race.

9. PROJECT UPDATES:

Discussion Outcome

A. Customer Outreach

Shawn Harkness of CV Strategies will have a report to present at the 4/19/22 Board Meeting. He will discuss the findings from the survey and newsletter distribution.

B. System Map Updates

From the correspondence between Field Staff and SA Associates, the System Map Updates are further along than the last update provided at the 2/15/22 meeting. Completion of the System Map Updates remain indefinite.

C. Emergency Response Plan

The Emergency Management Coordinator, Alix Stayton from PWAG, reviewed the draft ERP for the District and found that its contents conformed to what is required for such a document. Alix Stayton, of PWAG, recommended that the District reformat the document contents to conform to ERP's submitted by other PWAG members. The draft ERP will be presented to the Board at the May meeting.

D. Master Plan Revision – Draft Technical Memo from consultant.

From John Robinson's perspective, because the K.I.D. capital improvement plan (CIP) reflects the information provided by the General Manager, Michele Ferrell, and Chris Burt it is more representative of what is necessary to maintain and improve the system. Chairman Johnson recommended that we perform a failure analysis of the K3 well and review the potential impact of accessory dwelling units (ADU).

Director Brown cited future water supply as the overriding priority.

Chairman Johnson questioned whether the KID is upgrading our existing infrastructure at a sufficient pace.

Chairman Johnson requested a copy of the agreement with the City of Pasadena that we rely on for emergency supplies. He also requested a plan for obtaining a Supply Reliability Study.

E. Brown-Glen Pipeline Improvement Project

The General Manager presented the Civiltec Engineering Inc. Water System Analysis and Technical Memorandum Brown/Glen Sustaining Valve Study.

The next action is to speak with the customer who will be affected by the project.

10. TELECONFERENCING OF BOARD MEETING:

Director Brown motioned to approve the resolution and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. Director Brown, Johnson, Kilburn, and Moritz voted Aye

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

12. REPORT ON CLOSED SESSION:

Discussion Outcome:

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

13. DIRECTOR REPORTS AND/OR COMMENTS:

Chairman Johnson requested updates for that several items discussed in previous Board meetings be tracked and updates be provided at future Board meetings until each item has been completed:

- Delegation of Authority
- Modify internal rules to clarify process used by staff to request Board review of a personnel matter.
- Provide the Board of Directors with the City of Pasadena agreement to provide emergency water supply.
- Develop a plan to assess water supply reliability.
- Seek an intern to help collect data for initiation of an Asset Management Plan.
- Schedule a discussion item in April and plan for an action to adopt the Emergency Response Plan in May.

Director Kilburn asked if all the Subeca devices would be installed in April. Melvin Matthews explained that the install would require three months to complete. Install will start with Division 1 and include locations where the Badger meter equipment has failed. Once the installation is complete, then a plan for education will be developed.

ADJOURNMENT:

Chairman Johnson adjourned the meeting at 6:10 pm.

Prepared and submitted by,

Martin Aragon

Office Manager/Board Clerk

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