

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, December 21, 2021, 3:00 P.M.

## MINUTES

The meeting was conducted at the District Board Room and by teleconference in accordance with the Brown Act. 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:** Tim Eldridge

**STAFF PRESENT:** (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon, Field Staff; Chris Burt and Michele Ferrell

**PUBLIC PRESENT:** (Zoom): Don Whitson, John Soulliere, and Lenny Sczechowicz of Subeca.

**1. CALL TO ORDER:**

Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

**2. OATH OF OFFICE:**

Oath of office for Director (Division 2) Stephen H. Brown and Director (Division 3) Gordon Johnson subscribed and sworn before Kinneloa Irrigation District Treasurer David L. Moritz, M.D., Director (Division 5).

**3. PUBLIC COMMENT:** None

**4. REVIEW OF MINUTES:**

**November 16, 2021** –Director Gordon Johnson recommended that the draft version of the minutes be re-submitted with revisions at the January 2022 Board meeting.

**5. REVIEW OF FINANCIAL REPORTS:**

Director David Moritz reviewed the Financial Reports. Gerrie Kilburn motioned to approve the financial reports for filling and seconded by Stephen Brown. Director Brown conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted *Aye*

*Discussion Outcome:*

*The Board requested to be notified via email when a significant project was underway in their division area.*

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

General Manager, Melvin Matthews presented his report.

*Discussion Outcome:*

*The District currently recommends our customers to water no more than 3 days per week. The District reflects the watering schedule of the City of Pasadena and the Foothill Municipal District. Pasadena currently restricts customer watering to 2 days per week.*

*The GM asked Chris Burt to contact SA Associates for the progress towards completing the map updates.*

*The GM requested the City of Alhambra to renew a lease agreement for pumping rights. The City of Alhambra will decide in January.*

**7. OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER:**

Director Stephen Brown reviewed the meeting held between CV strategies, Melvin Matthews, and Stephen Brown. Stephen Brown motioned to adopt CV Strategies proposal of \$9,400.00 for the calendar year of 2022. Director Johnson conducted a roll call vote. Directors Stephen Brown, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

*Discussion Outcome:*

*Director Brown expects to identify influencers as potential advocates for the District and could provide useful feedback if they remain engaged.*

*Director Brown expects CV Strategies to deliver the first group of newsletters as an email blast in March.*

*Melvin Matthews volunteered to print and send out hard copies of the newsletter to those customers who do not have an email on record with the District.*

*Melvin Matthews will investigate the District's option of joining the Public Water Agencies Group's outreach activity.*

*Melvin agreed to revise the 12/21/2021 agenda packet to include the revised CV Strategies proposal.*

**8. DISCUSSION ON FORMAT OF MEETING MINUTES:**

As a follow-up from the November Board meeting, the Board agreed that a transition from a shorter version of minutes, that simply captured the action items, should also include "takeaways." Director Johnson requested that the Board Clerk email a draft form of the minutes to each Board member within two weeks of the last Board meeting. Director Johnson recommended, if any of the Director's identified key points that were not reflected in the draft minutes provided, they could return the edited material by email to the Board Clerk to be incorporated into the draft version of the minutes for approval. In addition to this expanded format, the Board agreed they would like any takeaways, which I refer to as "Discussion Outcomes," to be clearly identified in italics. Going forward the agenda should also be modified to include a distinct agenda item focusing on those past discussion outcomes.

**9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT:**

The General Manager reviewed the meeting held between Chris Burt, Melvin Matthews, Director Johnson, and Terry Kerger of Civiltec Engineering to discuss the proposed Brown-Glen pipeline. Melvin Matthews informed the Board that the proposed location of a pressure regulating valve is at the southeast corner of Sierra Madre Villa Ave and Barhite. This is the location of an existing vault housing a valve. The vault location is located at the northeast corner of the property. The landscaped portion of the property extends into L.A. County road right of way as do all properties in the area.

*Discussion Outcome:*

*Chairman Johnson authorized Terry Kerger to provide an estimated cost of an alternative site for the pressure regulating valve and design*

**10. EMERGENCY RESPONSE PLAN:**

Director Johnson postponed the of the Emergency Response Plan until the next Board meeting in January due to the absence of Director Eldridge.

**11. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT:**

Melvin Matthews presented the Subeca quotation for a final approval on whether to integrate the new meter reading system throughout the entire District. The GM explained that the new system would replace approximately 550 current meter registers and transponders. The transition would include exchanging registers for “pins,” transponders for “links” and replacement of concrete and metal lids for plastic to allow for transmission of the signal. This signal will enable the District to collect water usage in real time and empower the customer to control their water usage through a user interface referred to as a “dashboard.” The new meter reading system would also mitigate the occurrence of unintended use of water by our customers resulting in large water bills. Currently, fifty-three installs occurred in May over a period of two days. Five installs included the Board member meters and a specific choice of forty-eight customer accounts throughout the District to assess signal reception. Melvin Matthews explained that he offered a training opportunity offered to all the Directors and two accepted. Rollout of the dashboard to the other forty-eight accounts who received the install was contingent upon the Board’s review of the system and approval to install the system throughout the District. The testing included, communication capability, compatibility with the customer services software and the integration with the billing system.

*Discussion Outcome:*

*Director Johnson cited that not knowing what the intended plan was going forward, unaware that his feedback would determine the system's build-out and getting the quotation after the meeting began led to his decision to postpone approval of this quotation until the next month. Director Johnson explained that the fiscally responsible thing to do is use the system before deciding.*

*Director Johnson suggested that the three Board members who have not used the dashboard schedule a training session.*

*Melvin Matthews agreed to have a representative from Subeca contact the three Board members to arrange a training session tentatively for the first week of January before the next Board meeting. John from Subeca agreed to email YouTube training links.*

*Melvin Matthews agreed to provide a revised memo substantiating the cost of implementing the Meter Reading system.*

**12. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2022:**

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

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

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

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

Director Johnson asked if there was a process to approve the reimbursement of expenditures incurred by the General Manager and Directors for District related outside activities. *General Manager, Melvin Matthews confirmed that the District had established a reimbursement process.*

*Discussion Outcome:*

*The Board agreed when the General Manager or Directors have completed a reimbursement form, the Chairperson or Treasurer will be called upon to review and sign the form.*

#### **14. ADJOURNMENT**

**Director Johnson adjourned the meeting at 5:20 pm.**

**Prepared and submitted by,**

**Martin Aragon**

**Office Manager/Board Clerk**

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