

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 17, 2020, 3:00 pm
Minutes

Meeting conducted by teleconference under the provisions of Executive Order N-25-20.

DIRECTORS PRESENT: Office Boardroom: Frank Griffith and Dave Moritz
Teleconference/Zoom videoconference: Tim Eldridge, Gordon Johnson,
and Gerrie Kilburn

DIRECTORS ABSENT: None

STAFF PRESENT: Office Boardroom: General Manager Melvin Matthews, Office
Manager/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. The Chair shared a couple of procedures for the meeting due to the teleconference/videoconference format. He requested that all votes be roll call votes. To determine if a quorum was present, he called the roll in alphabetical order. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: No public comments. District resident Stephen Brown arrived at 3:32 pm.

3. REVIEW OF MINUTES:

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

“That the Board approves the February 18, 2020, minutes as presented for filing and posting on the website.”

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

4. REVIEW OF FINANCIAL REPORTS: The Director/Treasurer Moritz reviewed the February 29, 2020, financial reports. On the Income Statement, he highlighted that water sales revenue was higher than the previous month, but wholesale water sales was lower, with an overall total revenue of \$138,000 as compared to January’s total of \$130,000.

Director Moritz stated that some expense accounts were higher than last month, such as electricity, but others were lower, such as maintenance, labor and water treatment. On balance, the net income was \$46,000 as compared to January’s \$26,000.

Director Kilburn asked for more information regarding [account 6081] Permits/Fees on the Income Statement. The General Manager stated that the current month expense was \$427, and the year to date variance is under budget primarily due to timing for generator permits and fees renewal.

Director Moritz asked for more information regarding the Balance Sheet Long -Term Liabilities [account 2400] Installment Purchase Agreement. The General Manager stated that the District borrowed 2.3 million dollars to complete two projects: The Vosburg Booster Station and the East-West Connector Pipeline. The District is about 5 years into the 15-year term agreement. There are two payments a year. Out of the original \$2.3 million, the District has paid it down to \$1.7 million. The Chair asked for more information regarding the Balance Sheet [account 1190] Allowance for Bad Debts. The General Manager stated that the \$771.48 was originally set as an arbitrary amount on the improvement district bad debts as suggested by the auditor. There have been no charges against it. The reality is the District rarely has a bad debt and he cannot remember the last time it

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occurred. It would represent an unpaid water bill that the District would be unable to collect. Because of California irrigation district regulations, the obligation for water fees and charges belongs to the property owner and rolls over to a new owner.

Director Griffith asked why Director Kilburn received two checks. The General Manager stated that the checks were compensation for the Personnel Committee meeting and the Board Meeting. Director Griffith asked if FirstNet phone service on the check register is new. The General Manager stated that there has been no change in the mobile phone service provider.

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

“That the Board approves the financial reports as presented for filing.”

5. GENERAL MANAGER’S REPORT: The General Manager and the Board reviewed the report.

I.B. Aged Receivables and I.C. Website Usage and Online Payments: The General Manager highlighted the format change to a running twelve months of data as requested by the Board.

II.C. Truck Replacement: Director Griffith asked if the March 20th date is delivery of a complete vehicle. The General Manager replied that the trucks will be complete as ordered from the factory. The District will need to add signs, toolboxes and ladder racks.

II.G. Activities/Meetings...: Director Griffith asked if the General Manager would include a list of acronyms at the bottom of the table with the organization’s name.

III.B.1.a. Operator training: Director Griffith asked if training was for any staff in particular. The General Manager stated that training is mutual and among all operators. Some training occurs during staff meetings, after meetings and in the field to fulfill the goal of cross training all operators to perform all activities.

III.B.1.e. Facility cleanup: Director Griffith asked if cleanup was for any facility in particular. The General Manager stated that facility cleanup is ongoing as needed and some facilities require more trimming of brush that is not part of the normal landscape agreement.

III.B.2.a. Sage Tank washout: Director Kilburn asked where the water goes when the tank is cleaned. The General Manager replied that in anticipation of a washout, the District serves water to the customers to as low a tank level as possible. The remaining one to three feet of water below the outtake is dumped, and the amount is recorded to help in the analysis of the overall leak percentage of the system. The water is not lost to the basin because it ends up in Eaton Canyon.

III.B.2.b. Improve Holly Tanks site drainage: Director Griffith asked what was done and if pictures were available. The General Manager stated he did not have pictures and can see if pictures were taken.

V. Water Samples... Attachment A: Director Griffith asked if the 80 tests were at different sites. The General Manager stated that some are distribution sites, and some are source sites. Director Griffith asked if the table could include the location where the samples were taken. The Office Manager stated that the sampling would include eight or more sites and would create a very complex table. The General Manager added that all samples are reported to the state and anybody can download sample information from the state website. Director Griffith asked if there is a link on the District website to that information. The staff did not think so. Director Moritz asked if the same sites were sampled each time. The General Manager replied that the same sites are sampled, but the timing of when they are sampled varies. A sampling plan is approved by the state and based upon the results, sampling frequency may be increased or reduced.

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The Chair asked if there has been any impact to operations due to the Coronavirus situation. The General Manager stated there have not, there has been no illness among the staff, and operations are currently normal. There has been a lot of coordination through the mutual aid agreement with the other foothill agencies as well as with the Public Water Agencies Group, such that if there is any problem with staffing, aid will be available.

Director Kilburn stated that she appreciated the operating status notification that was posted on the internet. The General Manager added that information was posted to the District's website and Facebook page to notify customers that the water is safe.

Director Johnson asked if there has been any impact to deliveries or third parties or regulators. The General Manager replied that there has not been any impact to the District.

6. OFFICE DRIVEWAY PROJECT: The General Manager shared a video presentation of the replacement and widening of the office driveway. The project occurred over two days. District resident Stephen Brown arrived in the boardroom and joined the meeting at 3:32 pm.

7. PUBLIC HEARING – BOARD OF DIRECTORS COMPENSATION: The Chair opened the hearing at 3:34 pm. The General Manager stated that the proof of publication of the notice of the meeting [Item 7 – Page 1] is in the agenda packet and the notice was posted on the District's website. There were no public comments, and no letters nor phone calls were received regarding the proposed ordinance. Director Kilburn commented that the ordinance was self-explanatory. There was no discussion. The Chair closed the hearing at 3:36 pm.

8. BOARD OF DIRECTORS COMPENSATION:

It was motioned/seconded/carried unanimously by roll call vote. (Eldridge/Kilburn – 5/0/0/0)
“That the Board approves the adoption of Ordinance 2020-03-17 increasing the compensation paid to members of the Board of Directors.”

Director Kilburn stated that the details were covered in the ordinance and publication notices. (Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

9. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5(e): Title: General Manager. At 3:39 pm, the Chair adjourned the meeting to closed session for the General Manager's performance evaluation.

10. OPEN SESSION – REPORT ON CLOSED SESSION: The Chair reconvened to open session at 4:52 pm. The Chair stated that no action was taken. He stated that the Board would like to schedule a Special Board meeting on March 31, 2020 at 3:00 pm.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Director Eldridge asked if there was a meter read problem for one of the Glen residents. The General Manager said that there was a problem with a manual read that has been corrected. Director Kilburn asked if there is any new information on the Doyne Road development. Neighbors have reported activity. The General Manager replied that there is no new information. The Chair asked if there is a status update on shelving at Vosburg. The General Manager did not have an update.

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12. CALENDAR: The next meeting will be a Special Meeting on March 31, 2020 at 3:00 pm.

12. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Kilburn/Eldridge-5/0/0/0):

“That the Board adjourns the meeting.”

The meeting was adjourned at 4:55 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary