

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, September 19, 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, Michele Ferrell

**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 spoke about the importance of having adequate fire flow available system wide and encouraged the Directors to execute capital projects where fire flow is insufficient.

**3. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **August 22, 2023** Minutes for filing with a correction on Item 8 changing “revive” to “review” and “supplement” to “addendum,” 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 August 2023 financial reports. Director Brown motioned to approve the August 2023 financial 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. PROCUREMENT OF CONSTRUCTION SERVICES:**

The General Manager presented two competitive bids for the East Tank Earthwork Removal project and recommended award to Bellfree Contractors Inc. The General Manager presented a proposal from David Stone Electrical Contractors for the replacement of the Air Conditioning unit at the K-3 Well VFD cabinet and recommended immediate approval. Director Kilburn motioned to approve the General Manager’s proposal and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent). The Board discussed potential revisions to Appendix J of

the Rules and Regulations, “Bid Procurement and Purchasing Policy” and directed the General Manager to research current industry best practices and propose potential revisions for consideration.

**6. INFORMATION ITEMS:**

The Los Angeles County Registrar-Recorder/County Clerk issued a letter informing the District that no election will be held for the offices of Director, Divisions 1 and 4, for the full term ending December 3, 2027 and that the Board of Supervisors will appoint the persons nominated to such office.

The Los Angeles County Registrar-Recorder/County Clerk submitted cost estimate of \$31,000 to the District to conduct the election for the office of Director, Division 5.

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 swifter customer notification.

The General Manager prepared a memo titled “Meter Replacement Program” describing the age of all meters in the District and describing best practices for replacement.

**7. APPROVAL OF PROPOSED 2024 BUDGET:**

The Ad Hoc 2024 Budget and Rate Setting Committee presented the proposed 2024 Operating Budget for Board review and approval of the operating and capital expenditure plan, noting that the proposed budget does not assume any rate increase at this time and that a rate increase will be proposed at the next meeting. Director Eldridge motioned to approve the 2024 Operating Budget as presented and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent).

**8. MASTER PLAN AND FIRE PREPAREDNESS POLICY:**

The General Manager requested that an Ad Hoc “Master Plan 2025 Committee” be established to work with the General Manager in updating the District Master Plan and Fire Preparedness Policy. Director Eldridge motioned to appoint Directors Johnson and Eldridge to this committee and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge/ Brown – 4 Aye/0 Nay /0 Abstain/0 Absent).

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

The Ad Hoc Personnel Committee will meet with the General Manager to confirm that Job Descriptions note if a position is exempt or non-exempt to align with the Employee Policies and Procedures Manual. For the General Manager, who is currently the only contracted, exempt employee, the committee will review the GM contract for a potential addendum to ensure alignment with the Employee Policies and Procedures.

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

The committee will meet with the General Manager to review proposed rate adjustment options for Board consideration at the next meeting.

**11. ELECTION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE:**

The General Manager was authorized to submit a ballot voting for Stephen Brown for appointment as special district alternate member of the Los Angeles Local Agency Formation Commission. It was motioned/seconded/carried – (Kilburn / Eldridge– 3 Aye/0 Nay/1 Abstain - Brown/0 Absent)

**12. APPOINTMENT OF ACWA-JPIA REPRESENTATIVE AND ALTERNATE TO PARTICIPATE IN SEMI-ANNUAL BOARD MEETINGS:**

It was motioned by Director Brown and seconded by Director Kilburn that Timothy Eldridge be appointed as the District’s ACWA-JPIA representative for semi-annual board meetings and that Tom Majich be appointed as the alternate. It was motioned/seconded/carried unanimously – (Brown / Kilburn– 4 Aye/0 Nay/0 Abstain/0 Absent)

**13. 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 August 2023 was provided.

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

NONE

**15. CALENDAR:** Upcoming regular meetings: Oct. 17, 2023; Nov. 21, 2023; Dec. 19, 2023.

**16. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 5:25 P.M.  
Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**