

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 16, 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 the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Gordon Johnson, Stephen Brown, Tom Majich, David Moritz & Gerrie Kilburn

DIRECTORS ABSENT: None

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

PUBLIC PRESENT: None

1. CALL TO ORDER:

Chairman Johnson called the meeting to order at 3:00 pm and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

Director Brown motioned to approve the **July 5, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Brown motioned to approve the **July 19, 2022**, Special Meeting Minutes for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **July 19, 2022**, Regular Meeting Minutes for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 5 Aye/ 0 Nay /0 Abstain)

4. REVIEW OF FINANCIAL REPORTS:

Director Moritz reviewed the July 2022 financial reports.

Director Brown motioned to approve the financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

5. INFORMATION ITEMS:

The Los Angeles County Local Agency Formation Commission (LAFCO) is searching for candidates to fill the role of Independent Special District Voting Member.

The Board agreed to delay applying for the Brown/Glen Project permit with Los Angeles County until the design is complete.

6. TRANSITION COMMITTEE REPORTS AND DISCUSSION:

The Committee reviewed and discussed the proposal submitted by Bob Murray & Associates.

The standard recruitment duration is 12 to 16 weeks, however if all Board members desire to be involved in detailed reviews the time frame may be extended.

The Board will receive an updated Job description from the GM by the next Regular meeting on 8/30/22. A determination will be made at a later date for an appropriate compensation package, salary range and length of term.

Director Majich motioned to allow the ad hoc GM Recruitment Committee to recommend an executive search firm contract with the GM to execute at their discretion up to \$30,000 and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Majich / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

The Board discussed options to fill the role of interim GM and favored either designating a staff member or fill the role through joint leadership.

Andrew Turner of Lagerlof, LLP will assist in the development of an employment agreement.

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

The opportunity to represent the District was offered to all the Board members and will be decided upon at the next Regular meeting on 9/20/22.

8. PROJECT UPDATES:

AMI PROJECT

Director Majich recommended focusing on two or three features of the Subeca device rather than overwhelm our customers with all the capabilities.

BROWN-GLEN REPLACEMENT PIPELINE PROJECT

See Above Item 5

SYSTEM MAP PROJECT

Chris Burt explained that the project is completed, however there were some additional changes that were discovered not on the map pages that were originally submitted for updates.

9. PROPOSED BUDGET FOR 2023:

Director Majich requested an updated rate survey to be submitted at the next regular meeting on 9/20/22 if staff can accommodate the task.

The Board requested budget revisions to Legal Services and Administrative Salary.

The Board requested re-introduction of the budget with revisions at the next meeting on 8/30/22.

10. DIRECTOR REQUESTS, REPORTS OR COMMENTS:

The Board recommended including the Fluoride Variance Topic as a discussion item for the next meeting.

11. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 5:20.

Prepared and submitted by,

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

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