

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 21, 2023, 3:00 P.M.

MINUTES

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

DIRECTORS ABSENT: NONE

STAFF PRESENT: (In-Person): Tom Majich (General Manager), Martin Aragon (Board Clerk), Chris Burt, Michele Ferrell

PUBLIC PRESENT: NONE

1. **CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:02 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

General Manager Majich requested the formation of an AD Hoc Finance Committee be added to the agenda.

Director Kilburn motioned to add the formation of an AD Hoc Finance Committee to the agenda and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

2. **PUBLIC COMMENT:** NONE

3. **REVIEW OF MINUTES:**

Director Moritz motioned to approve for filing the minutes of **February 21, 2023**, and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/ 0 Nay /0 Abstain/0 Absent)

4. **REVIEW OF FINANCIAL REPORTS:**

General Manager Majich presented the **December 2022** financial reports.

Director Kilburn motioned to approve the financial reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

General Manager Majich presented the **Calendar Year End 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 – 4 Aye/0 Nay /0 Abstain/0 Absent)

General Manager Majich presented the **January 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 – 4 Aye/0 Nay /0 Abstain/0 Absent)

General Manager Majich presented the **February 2023** financial reports.
Director Kilburn motioned to approve the financial reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

General Manager Majich presented the **Calendar Year 2020, 2021 & 2022** Disclosure Reports required per State of California Government Code Section 53065.5
Director Kilburn motioned to approve the Disclosure Reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

AD HOC FINANCE COMMITTEE FORMATION:

Item added to the agenda by unanimous vote in Agenda Item 1b: General Manager Majich requested that the AD Hoc Finance Committee consider proposed changes to how the financial statements are reported each month, review proposed draft forecast budget for the year, and review changes to insurance coverage for the year.
Finance Committee (Director's Brown & Moritz) – Will arrange a meeting with Tom Majich.

5. KINNELOA IRRIGATION DISTRICT WATER CONSERVATION ALERT STATUS:

RESOLUTION 2023-03-21 – downgrades the Water Conservation Alert Status Code from “Orange” (Rationing Conservation Alert) to “Yellow” (Extraordinary Conservation Alert) and provides the General Manager with the authority to change alert status in the future without a resolution so long as the Board is notified in advance.
Director Brown motioned to adopt Resolution 2023-03-21 and was seconded by Director Kilburn. Chairman Johnson conducted a roll call vote. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay /0 Abstain)

6. GENERAL MANAGER'S REPORT:

The General Manager presented the monthly report, the following items were discussed:
-Going forward the Aged Receivables table will reflect the last three months of activity only and website usage will be reported similar to how it was reported by the previous General Manager
-The General Manager distributed an excerpt from the District's General Liability Policy explaining the coverage provided for Board Members under the Public Official's Errors and Omissions coverage.
-Director Brown requested that the Regulatory Compliance section includes notes on PFAS related regulations that may impact District operations.

7. AD HOC PERSONNEL COMMITTEE REPORT

The GM will schedule a meeting with the Ad Hoc Committee to discuss draft updates to the policies and procedures, proposed work schedules and updated job descriptions. The specific tasks to be accomplished are not expected to extend beyond 30 to 60 days.

8. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2023

Chairman Johnson presented a draft list of potential Goals and Objectives for 2023. This list reflects some of the discussions at Board Meetings held over the last 6 months. Once the items are agreed upon and adopted, they would signal to the District customers and General Manager what the priorities for the District are for 2023. The board discussed prioritization of the draft list of goals. Chairman Johnson will prepare an updated list based on discussion and present at the next Board meeting.

9. INFORMATION ITEMS

- A. Update on Vacancy for Division 4 on Board of Directors – We have not received applications for the vacancy and the GM has offered to reach out to the community. The deadline to appoint someone to fill the vacancy, or call for an election, for Division 4 is April 2, 2023.
- B. Subeca system rollout is being postponed until the radio reads are transmitted at more frequent intervals for all customers. John Soulliere notified the district, that the Subeca application for Android devices was available.
- C. Retirement of System operator Brain Fry at the end of March. His last day will be April 3, 2023.

10. DIRECTOR REQUESTS, REPORTS AND/OR COMMENTS

Chairman Johnson requested that a Zoom link is available to the public for the next regular meeting on April 18, 2023.

11. CALENDAR: Upcoming regular meetings: April 18, 2023, May 16, 2023, and June 20, 2023.

12. ADOURNMENT:

Chairman Johnson adjourned the meeting at 4:55 P.M.

Prepared and submitted by,

Martin Aragon

Martin Aragon
Office Manager/Board Clerk