

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, December 17, 2019, 3:00 pm
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, and Dave Moritz
Tim Eldridge (arrived 3:15 pm)

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Sr. Facilities Operator Chris Burt,
Administrative Assistant Joel Bundy

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: No members of the public were present.

3. PUBLIC HEARING REGARDING PROPOSED 2020 WATER RATES: The Chair opened the hearing at 3:01 pm. No members of the public were present. The General Manager stated that no letters and no phone calls were received regarding the proposed rates for 2020. The notice regarding the meeting and proposed rates was sent to all customers and owners as required by Proposition 218. He added that the agenda packet included the budget, a water rate survey, and memo for background material. The Chair asked if this was the first year that no written comments or public comments were received. The General Manager said that it is typical to have no written comments and zero to four people present at the meeting. The Chair closed the hearing at 3:03 pm.

4. WATER RATES: The Chair called for discussion. Director Griffith commented on the rate structure design, stating that the base rate should cover certain things, which it does not. The General Manager agreed and added that the water industry does not base fixed charges on the fixed expense of running the District. It would lead to fixed rates of over \$100 per month. Director Griffith asked why the fire flow test costs are so much higher for the District than other agencies. The General Manager stated that part of the reason is that other agencies have an engineer on staff. The higher fee is for the service provided by the contracted engineer. When possible, if a new physical fire flow test is not required, there is a lesser \$250 fee. Director Griffith suggested that the alternate fee is listed the next time the rate survey is updated. The General Manager stated that the District does not profit from the fire flow tests and tries to minimize the cost to the customer.

It was motioned/seconded/carried-(Kilburn/Griffith-4/0/0/1).

“That the Board approves Resolution 2019-12-17 to adopt the rates for service and usage charges.”

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

5. REVIEW OF MINUTES:

It was motioned/seconded/carried-(Kilburn/Griffith-4/0/0/1):

“That the Board approves the November 19, 2019, minutes as presented for filing and posting on the website.”

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

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6. REVIEW OF FINANCIAL REPORTS: The General Manager reviewed the November 30, 2019, financial reports. On the Income Statement, he highlighted the water sales revenue, with a positive monthly variance of \$28,000 and yearly variance of \$43,000 to the good. Wholesale water sales were very close to budget. For expenses, he pointed out account 5005 electricity which was over the monthly budget by \$10,000 due to Edison billing for the previous 4 months of electricity at K-3. The electrical cost for the year is close to budget.

Director Griffith asked if next year's budget considers electricity rate increases. The General Manager replied that he did budget for electrical rate increases.

Overall, expenses were over the monthly budget, primarily due to payment to contractors for water leaks. Nevertheless, the net revenue for the year was over \$54,000 to the good.

On the Cash Flow statement, he stated that there is a net increase for the year of \$95,000, which will go to surplus to pay for future capital improvement projects.

Director Griffith asked about the compensation survey listed on the credit card detail. The General Manager stated that he has ordered surveys from both Special Districts and AWWA.

(Director Eldridge arrived.)

It was motioned/seconded/carried-(Kilburn/Griffith-4/0/1/0):

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

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

The Chair called for a brief recess at 3:16 pm. to administer the oath of office to Director Eldridge. The Chair reconvened the meeting at 3:19 pm.

7. GENERAL MANAGER'S REPORT: The General Manager and Board reviewed the report.

I.C. Internet Usage: After the transition to the new website, it was recently discovered that coding needed to be changed to collect analytics. There is no data for November, and there will be only partial data for December. The General Manager expects usage to be the same or a little higher.

II.A. Water Main Improvement Projects: The projects are proceeding more slowly than promised by the engineers but in line with what the General Manager expected. The objective is to move at least one of the projects into a construction phase in 2020. If both are bid and scheduled, that will be better. The District has the reserve funds available to cover the expected cost.

Director Griffith asked who installed the anti-slip treads at Vosburg. The General Manager replied that he did the installation.

8. INFORMATION ITEMS:

a. ACWA JPIA Liability Policy, and

b. ACWA JPIA Awards: The General Manager reviewed the letter and award certificates. Director Griffith asked if there have been any quotes from other agencies. The General Manager stated that there have not been other quotes.

c. Per- and Poly-fluoroalkyl substances (PFAS): The substance is not new. New instruments can detect parts per trillion, so there is increasing concern when substances are found. With the movie, *Dark Waters*, being released, it is possible Directors may receive questions about PFAS.

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d. Public Records Requests: The email is a response from the attorney regarding requests for customer information, whether it is from members of the public or Directors. As an example, Director Griffith asked about a letter concerning easements, which he requested in a prior month. Is that something that can be asked for? The General Manager said that the information can be requested, and personal information would be redacted.

e. Pasadena Glen Community Services District (CSD): First, Director Eldridge reported that Linda Williams is trying to give an easement to the CSD, so that when she sells her property, the Glen will always have an emergency exit via that easement. The District has an easement in that area, maintained by the Hastings Heights subdivision. There is also a blanket easement for the District on the parcel of land that goes from the Pasadena Glen out to Hastings Heights. Director Eldridge asked if current access to Glen Reservoir off Shaw Ranch Rd. is included in the blanket easement. Sr. Facilities Operator replied, "Yes." Director Eldridge asked if there is an additional easement, on the Schindler property. Sr. Facilities Operator said that he was pretty sure there was an agreement. Director Eldridge stated that the CSD lawyers may be contacting the District as they prepare the easement for Linda Williams. Second, the owner next to a District property wants to change the use of the property. Director Eldridge said that there is no action at this time, but he would like to know what the process is to address a question of changing the use of a property and how that would impact the District's easement. Finally, there is a parcel for sale that has a manhole cover for Long Tunnel, a water source currently used for spreading credit. Long Tunnel runs through several parcels in the Glen and exits at Glen Reservoir. It is unclear what happens when someone wants to build on that parcel, and how close they can be to that water source. The property now has signage marking the manhole cover as the property of the District. The owner next-door to the parcel is starting to landscape the property that is for sale. The General Manager said he will investigate. Director Griffith asked if the General Manager had spoken with the owner already. The General Manager said that he had contact with a different owner of a property near the Glen Reservoir about clearing Arundo grass and ivy. Director Griffith suggested that parties get together and share the cost of plotting easements. The General Manager stated that Director Eldridge has already done a lot of work, and Director Eldridge stated that the easements are clear. The only question was, did the District ever speak with the property's owner on how they were going to use their blanket easement.

9. TRUCK REPLACEMENT: The General Manager reviewed the memo and quote and recommended the Board authorize him to issue a purchase order. Director Griffith asked if it would be better to have vinyl seats instead of cloth. Both the General Manager and Sr. Facilities Supervisor said, "No." The Sr. Facilities Supervisor added that vinyl holds up, but it is hot and does not breathe. Director Griffith asked about the warning strips location on the trucks, and if they are strobes. The General Manager specified the location of the strips and stated that they are strobes. Director Eldridge asked if there are additional items to be added to the truck. The General Manager replied that a ladder rack is the only thing that cannot be ordered from the factory. Director Eldridge asked if the ladder rack was part of the approval. The General Manager stated that he indicated the cost of the ladder racks in the memo.

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

"That the Board authorize the General Manager to issue a purchase order for the two trucks as documented."

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

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Director Kilburn asked what would happen to the older trucks. The General Manager replied that the '99 truck may be kept longer. It has good tires and has had some recent repair work. The '96 will definitely be sold. Director Griffith asked if there was any chance the truck would be traded in instead of sold. The General Manager said that he would explore that suggestion.

10. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2020:

Nominations for the office of Chair for the year 2020 were opened.

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

“That Director Johnson serve as Chair for the year 2020.”

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

Nominations for the office of Treasurer for the year 2020 were opened.

Director Griffith nominated Director Kilburn, who refused the nomination.

Director Kilburn nominated director Griffith, who refused the nomination.

It was motioned/seconded/carried-(Kilburn/Eldridge-5/0/0/0).

“That Director Moritz serve as Treasurer for the year 2020.”

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

Nominations for the office Secretary for the year 2020 were opened.

It was motioned/seconded/carried-(Eldridge/Griffith-5/0/0/0).

“That Director Kilburn serve as Secretary for the year 2020.”

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

11. DIRECTOR REPORTS AND/OR COMMENTS: The Chair asked if the General Manager’s evaluation form was prepared. The General Manager said that he would distribute it separate from the meeting. The Chair said that along with the evaluation form, Mel would be distributing to the board members a copy of the General Manager’s goals and objectives for year 2019. He asked the board to review the materials and prepare a draft evaluation form to bring to the January meeting. There will be a closed session to discuss the General Manager’s evaluation and a closed session in February. It is the Chair’s goal to finalize the evaluation in the closed session in February. Director Kilburn stated that the customer who was affected by the pipe break on Mesaloe Lane is working with the insurance company, and so far, so good. The General Manager added that there has been no conclusion because the customer has not provided all the information requested by the adjuster. They are close to a resolution.

Director Griffith suggested that the District investigate the number of cars being parked on the property near the gate and Brown Well and hang a no parking/tow away sign on the driveway and the site. The General Manager said that he will see if it is a continuing problem and take appropriate action.

12. CALENDAR: The next meeting will be January 21st.

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13. ADJOURNMENT: It was motioned/seconded/carried-(Eldridge/Griffith-5/0/0/0):

“That the Board adjourns the meeting.”

The meeting was adjourned at 4:11 pm.

Prepared by:

Bernadette Allen, Office Manager/Board Secretary

Reviewed and submitted by,

Melvin L. Matthews

Melvin L. Matthews

General Manager