

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 18, 2021, 3:00 P.M.
MINUTES

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 in the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: Zoom teleconference/videoconference
(In-Person): Gordon Johnson, Gerrie Kilburn & David Moritz

(Zoom): Tim Eldridge & Stephen Brown

DIRECTORS ABSENT: None

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

PUBLIC PRESENT: (Zoom): Don Whitson, John Soulliere, and Lenny Sczechowicz of Subeca & Meryl Eldridge

1. CALL TO ORDER:

Director Gordon 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.

1a. RESOLUTION 2022-01-18 – Emergency Resolution to authorize teleconference meetings pursuant to the Ralph M. Brown Act.

Director Johnson explained that the Resolution had been added to the agenda and would authorize Directors Tim Eldridge and Stephen Brown to participate remotely in the meeting as full voting members. Director Kilburn motioned to adopt Resolution 2022-01-18 and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Johnson, Kilburn and Moritz voted *Aye*

2. PUBLIC COMMENT: None

3. REVIEW OF MINUTES:

Director Moritz motioned to approve the **November 16, 2021**, Minutes for filing with indicated revisions and was seconded by Director Brown. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

Director Moritz motioned to approve the **December 21, 2021**, Minutes for filing with indicated revisions and was seconded by Director Brown. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

4. REVIEW OF FINANCIAL REPORTS:

Director Moritz reviewed the Financial Reports. Discussion ensued and several questions about data variances were raised. The General Manager agreed to further review. Director Kilburn motioned to approve the financial reports for filing and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted *Aye*

5. GENERAL MANAGER'S REPORT:

The General Manager presented his report. In addition to the items contained therein, three additional issues were discussed.

The first issue related to the ongoing work of outside vendor John Robinson on his review and evaluation of the KID's 2018 Water Master Plan. At a meeting on January 14, 2022, with KID staff and Director Brown, John Robinson outlined the schedule of work for the project that would be initial draft of results back to the Board on or about February 14, review, and comments on or about February 28, and final report on or about March 31, 2022. During that meeting, Robinson suggested that the development of an asset inventory and history would be a useful addition in the assessment of KID vulnerabilities and that this work could be done by an intern working under the direction of KID staff. An additional topic discussed involved the possibility of utilizing Robinson's knowledge of federal, state, and regional grant funding that may be of interest to the KID in future related endeavors.

The second issue raised involved the status of Map Update Project underway involving KID staff and SA Associates. KID staff indicated that the expected completion date for this project is now by the end of March 2022.

The third and final issue involved the status of the Brown-Glen Pipeline Replacement Project. The GM reported that the outside vendor, Civiltec, is currently evaluating alternative locations for the pressure sensing valve.

6. PROCEDURE FOR APPROVAL OF EXPENSE REPORTS:

The General Manager presented a revised Kinneloa Irrigation District Expense Report to facilitate discussion of this item.

Discussion Outcome:

Director Johnson clarified that the final sentence in the expense report Memo should be edited to be read as, "reimbursement forms for Board members and General Manager will be signed by the Chair and Treasurer in addition..."

7. DELEGATION OF AUTHORITY:

Director Johnson explained this item was on the agenda as a consequence of the KID's Goals and Objectives for 2021-22.

The General Manager presented a proposed draft of Delegation of Authority. The General Manager explained this document outlines the responsibilities and procedures to be taken in the General Manager's absence from the District. The document, as presented, identified vendors to contact in the event of a technological interruptions, identified the on-call Facilities Operator as having primary responsibility to respond during emergency

situations in the field and identified the Office Manager as having authority to take charge until the General Manager returns to the District or is otherwise able to resume duties.

Director Johnson began the discussion by noting that this issue was a recurring one from the perspective of the Board and that there were two primary concerns. One was that the Board desired a clearly delineated line of authority when the General Manager was absent from the District either for KID business, on vacation, or otherwise unable to fulfill the duties of General Manager. Secondly, the Board wanted to be notified in a timely manner when either of the above situations occurred and who the designated person in charge was.

A robust discussion ensued between the Board and the General Manager covering a multitude of related topics.

Discussion Outcome:

Due to the disconnect between what the Board is looking for and what the General Manager proffered in the original draft, the latter agreed to revisit the issue and prepare a revised second draft. The General Manager requested that the Board provide additional criteria for guidance in preparation of this and any subsequent drafts, which the Board agreed to try and develop. It was agreed that this agenda item deserved additional discussion with input from the Directors as well as the General Manager.

8. COMMITTEE ASSIGNMENTS:

The General Manager presented a memo describing the difference between standing and ad hoc committees as well as articulating which currently existed and pointed out that the Board has never established standing committees for recurring subject matters. The General Manager opined that while a final decision between standing versus ad hoc committees was up to the sole discretion of the Board, the recommendation is that the Board may wish to further consider the matter especially in light of the Brown Act requirements relative to committees. The General Manager also urged the Board to consider revisiting the personnel on the current ad committees with an eye toward rotational assignments.

Director Johnson observed that the committees have already been designated and he believed the topic should be revisited when Chairman Eldridge and others were able to attend a Board meeting in person

Discussion Outcome:

Place item on agenda for February meeting

9. KINNELOA'S IRRIGATION DISTRICT'S GOALS AND OBJECTIVES FOR 2022:

Director Johnson explained the purpose of the item on this agenda was driven by the General Counsel's recommendation that the current Goals and Objectives for the KID be formally adopted by the Board so discussion of them occur in subsequent public meetings. Director Johnson made it clear that this is distinct from any review of the General Manager's performance.

Director Johnson suggested adopting the goals and objectives currently in place with the knowledge that the Goals and Objectives will be updated in April or May of 2022.

Concurrently, the General Manager's performance review will be issued and his goals and objectives for the next year will be updated.

Discussion Outcome:

Director Brown motioned to adopt the Goals and Objectives currently in place and was seconded by Director Moritz. Director Johnson conducted a roll call vote. Directors Brown, Eldridge, Johnson, Kilburn, and Moritz voted Aye

10. ADVANCED METER INFRASTRUCTURE (AMI) PROJECT:

The GM presented the AMI project and related price quotation from the outside vendor, Subeca, for final approval by the Board. The AMI project quotation provides for final installation and integration of the Subeca meter reading system throughout the District.

The GM observed that a key driver for this project was the ability of the new system to afford KID customers with greater transparency and real time monitoring of their water usage on an hourly, daily, monthly, or yearly basis at their discretion. Inherent in this new transparency could be, depending on the degree of customer interface with the installed system, a more immediate indication of water leakage on their property. The GM reiterated that the current procedure of KID staff notifying customers of potential leaks based on their (KID staff) monitoring of individual customer usage would continue as well. An additional benefit from installation of the AMI project would be the cost savings related to the reallocation of staff time and resources no longer needed to physically read individual meters in the field.

Timing for installation of the AMI system was still to be determined and dependent upon various physical and supply chain factors but that this could be done within a matter of only several months. Billing by Subeca to the KID would be dependent upon the actual number of installations made and not a lump sum due at once.

The embrace of the new Subeca system by KID customers, an issue of critical importance to the Board, was discussed. To that end, Subeca representatives highlighted their commitment to customer satisfaction by making available video tutorials on customer usage, compatibility with various smart phone platforms, and the training of KID staff with the new system to ensure overall effectiveness. Finally, highlighting of the AMI system in upcoming KID newsletters to customers will be another means of communicating the benefits.

Director Kilburn inquired as to whether the District could be vulnerable to legal action by the customer if, after introduction of this new system and its capabilities, the District fails to timely identify a leak. The GM observed that current law makes the District responsible for delivery of water up to the meter and that anything beyond that point remains the customer's responsibility.

Director Brown suggested that the District remind the customers that the District's liability ends at the meter box and that the AMI system serves as a tool for them to better monitor usage. When providing information to the customers, it should be reiterated that the AMI system does not alter current law with respect to liability between the District and the customer.

Discussions Outcomes:

Director Brown motioned to approve the Subeca proposal and was seconded by Director Kilburn. Director Johnson conducted a roll call vote. Directors Brown, Johnson, Kilburn, and Moritz voted Aye. Director Tim Eldridge abstained.

11. INFORMATION ITEM:

The General Manager presented the Covid-19 Memorandum. One of the more significant changes was the reduction from ten days to five days for the quarantine period. The Memorandum serves as assurance that the District continues to stay current with the Cal OSHA requirements. The General Manager explained how the District's affiliation with the Public Water Agency Group (PWAG) helps keep the District current with the latest regulations and sharing examples of practices used by other water districts to reduce the spread of Covid-19.

The General Manager announced that the PWAG has a new Emergency Program Coordinator named Alix Stayton.

12. INFORMATION ITEM:

The General Manager presented Resolution 2022-Drought Related Emergency Regulations for Urban Water Conservation. The Resolution provides a potential means for enforcement of water wastage. The Resolution authorizes water districts to levy fines on customers up to \$500.00 per day for water wastage. The General Manager explained it was the responsibility of the individual District to conduct policing and enforcement.

Director Stephen Brown recommended the guidance of counsel to assist the Board before making any decisions. The General Manager agreed with Director Brown and explained that after the next PWAG meeting the District will have a better idea of what actions can be taken.

Director Eldridge asked if anybody has ever questioned the idea of equity of water use among water consumers.

The General Manager explained that some larger Districts use a tiered rate structure to penalize consumers who exceed their determined water budget.

Director Eldridge explained he does not believe in any type of enforcement and the topic should not be considered.

The General Manager explained nobody on the staff wants to be in the water enforcement business.

13. DIRECTOR REQUEST:

Director Johnson reminded KID staff of two agenda items for the February meeting: Delegation of Authority, Committee Assignments, and the extension of Resolution 2022-01-18.

Director Kilburn requested that in Section 5 of the Financials in the December 2021 minutes, a discussion point that currently states, "the Board requested to be notified about significant activities in their area" be modified to read "if any issue is taking place in their district." Director Kilburn asked if the office staff would inform the Board of any issues by

telephone, if the phone call is not answered leave a message and that there is also the other option of sending an email.

Director Brown recommended that Directors strive to return proposed edits to the draft minutes in a timely manner so that KID staff can include a corrected version in the agenda packet.

14. ADJOURNMENT

Chairman Johnson adjourned the meeting at 5:20 pm.

Prepared and submitted by,



Martin Aragon

Office Manager/Board Clerk

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