

KINNELOA IRRIGATION DISTRICT

Special Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, April 13, 2021
3:00 P.M.

AGENDA

This meeting will be conducted only by teleconference under the provisions of Executive Order N-29-20. Public comments may be submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate via computer or telephone using the following information:

<https://us02web.zoom.us/j/85823718385?pwd=WDdmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. CALL TO ORDER – 3:00 P.M.

- a. Declaration of a quorum
- b. Review of agenda

2. PUBLIC COMMENT – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District

In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

3. RESIGNATION OF DIVISION 2 DIRECTOR – Resolution 2021-04-13

Recommended Action: Approve resolution honoring Frank Griffith for his service

4. DISCUSSION ON APPOINTMENT OF DIRECTOR FOR DIVISION 2

Recommended Action: After discussion, invite motion for appointment to fill vacancy

5. DIRECTOR REPORTS AND/OR COMMENTS –

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

6. CALENDAR – April 20, 2021 May 18, 2021 June 15, 2021

7. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloairrigationdistrict.info>.



RESOLUTION 2021-04-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT EXPRESSING APPRECIATION TO FRANK J. GRIFFITH FOR HIS SERVICE

WHEREAS, Frank J. Griffith has served with great distinction on the Board of Directors of the Kinneloa Irrigation District since October 2006; and

WHEREAS, throughout his years of service, Mr. Griffith has devoted countless hours to ensure the success and sustainability of The Kinneloa Irrigation District and has been a resource for the Kinneloa Irrigation District’s mission to provide a safe and reliable source of water for our customers; and

WHEREAS, Mr. Griffith has served for 13 ½ years addressing major challenges where his participation was critical to the success of the District; and

WHEREAS, the Board wishes to formally recognize the dedication, outstanding judgment, leadership and deep commitment Mr. Griffith has brought to the Board.

NOW THISEFORE BE IT RESOLVED, the Board of Directors of the Kinneloa Irrigation District hereby expresses its appreciation to Frank J. Griffith for his dedicated and distinguished service as a Director and Secretary of the Kinneloa Irrigation District, and

BE IT FURTHER RESOLVED, that this Resolution be published on the website of the Kinneloa Irrigation District.

PASSED, APPROVED AND ADOPTED THE THIRTEENTH DAY OF APRIL 2021.

SIGNED: _____
Chair

ATTEST: _____
Secretary

STEPHEN H. BROWN
1906 COUNTRY LANE
PASADENA, CA 91107

March 21, 2021

Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena CA 91107

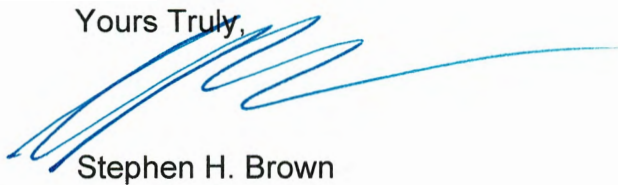
To Whom It May Concern:

With this letter, attached resume, and a brief biography, please be advised of my interest in being considered for the recently posted vacancy on the Board of Directors for Division 2.

While no one will likely ever replace Frank Griffith on the Board given his seventeen years of service and experience, I can certainly commit to bringing a similar level of effort and vigilance to the responsibilities that are inherent in such a position.

I would greatly appreciate the Board's consideration of my interest in joining with you in service to the Kinneloa Irrigation District and I would be happy to answer any relevant questions.

Yours Truly,



Stephen H. Brown

Encls.

STEPHEN H. BROWN

Stephen Brown has spent nearly four decades in the legal, policy, communications and political arenas of Washington DC. From 2007 through 2018, Stephen headed the Federal Affairs office for Andeavor/Tesoro, a Fortune 100 energy provider. Prior to that, he was a Senior Vice President and Deputy General Counsel for Dutko, a premier public affairs advocacy firm in Washington, where he represented a diverse mix of clients including AFPM, Citgo Petroleum, Tesoro, American Chemistry Council and multiple utilities. While at Andeavor/Tesoro and Dutko, Stephen was annually selected as a "Top Lobbyist" by *The Hill*, a Capitol Hill newspaper, from 2005-2018. Prior to joining Dutko, Stephen held a congressional leadership staff position where, among other duties, he headed up the national Democratic re-districting effort in 2000. From 1987 through 1999, Stephen led the federal legislative affairs practice of a prominent midwest law firm, Vorys, Sater, Seymour & Pease. Stephen also held numerous senior staff positions on Capitol Hill after working as an analyst for nationally acclaimed pollsters Peter Hart and Geoff Garin. Stephen is a graduate of The American University in Washington, California Western School of Law in San Diego, and is a member of the Pennsylvania bar. He currently heads RBJ Strategies, LLC, an energy consultancy based in Southern California.

STEPHEN H. BROWN
1906 Country Lane~Pasadena CA 91107~(202)-744-5578

PROFESSIONAL EXPERIENCE

RBJ Strategies, LLC
Pasadena, CA
October 2018-present

Principal – Provide advice and counsel relative to energy and environmental policies as well as strategic communications messaging to business and national trade associations. Interact daily with multiple national media reporters covering political, legal and policy developments in the energy, environment and international trade fields.

Tesoro/Andeavor Companies
Washington, DC
February 2007-October 2018

Vice President and Counsel, Federal Government – Led the Federal office for this Fortune 100 energy company, serving as principal representative before the US Congress and Executive Branch on all legislative, regulatory and policy matters. Responsible for the development of positions on multiple policy topics as well as the implementation of strategies to effectuate desired outcomes. Acted as company advocate within all national associations and informal coalitions. Managed and directed all company federal political action committee activities while also coordinating independent political expenditures. Designed and implemented a web-based company-wide “grassroots” platform to inform employees of relevant policy developments and utilize their engagement to augment advocacy activities. Developed and maintained aggressive outreach efforts with national news media sources to further disseminate company messaging to policymakers and general public.

Dutko Worldwide, LLC
Washington, DC
March 2001-February 2007

Senior Vice President and Deputy General Counsel – Led the Energy & Environment practice group at this premier Washington consulting firm providing the development and execution of advocacy and communications strategies for a wide array of clients in the oil, natural gas, utility, petrochemical, renewables and general manufacturing industry sectors. Represented a diverse portfolio of clients on non-energy matters involving international trade, congressional investigations, financial services and federal appropriations. Responsibilities as deputy general counsel focused primarily on oversight of compliance with applicable federal and state statutes regarding campaign finance, contract negotiations and management of outside counsel relative to corporate activities as well as litigation.

*Honorable Richard Gephardt
U.S. House Democratic Leader
Washington, DC
June 2000-March 2001*

Policy Advisor – Formulated and implemented numerous legislative and policy initiatives; participated in myriad leadership meetings; served as principal liaison between the Leader and state congressional delegations on various projects.

*IMPAC 2000
Honorable Richard Gephardt
Honorable Ken Bentsen
Washington, DC
September 1999-December 2000*

Executive Director – Oversaw the national Democratic redistricting project. Coordinated legal, political and demographic consultants; developed and implemented state-by-state redistricting strategies; acted as liaison between House Democratic Leadership and Members of Congress on all redistricting plans and issues.

*Vorys, Sater, Seymour & Pease, LLC
Washington, DC
April 1989 to September 1999*

Of Counsel – Represented a diverse portfolio of businesses and trade associations before Congress and Executive Branch. Practice areas included international trade, financial services, energy and the environment, labor and employment, appropriations, law enforcement, congressional investigations, antitrust and health care. Also managed the law firm's federal political action committee.

*Honorable Rick Boucher
US House of Representatives
Washington, DC
June 1988 to April 1989*

Legislative Counsel – Developed and implemented the Congressman's legislative agenda as a member of the Energy & Commerce Committee (Clean Air Act, Clean Water Act, CERCLA, RCRA, and utilities, securities) and the Judiciary Committee (civil RICO, antitrust, criminal law, and intellectual property).

*Committee on Appropriations
U.S. House of Representatives
Washington, DC
June 1987 to June 1988*

Professional Associate Staff – Served as Congressman Ronald Coleman’s professional staffer for all legislative and policy matters before the Committee and its (then) thirteen subcommittees. Directed the Congressman’s special projects and investigations, including US-Mexico border crossings development initiative, international drug interdiction along southwest border, and overall border trade.

*Honorable Ronald Coleman
US House of Representatives
Washington, DC
February 1983 to June 1988*

Legislative Director – Responsible for developing and overseeing the Congressman’s legislative agenda (floor and committees) while supervising all legislative staff. Initiated and directed Congressional investigations into allegations of criminal activity by regional federal officials which, coordinating with federal law enforcement agencies, resulted in grand jury indictments and/or remedial measures taken. Served as staff director to the Congressional Border Caucus.

*Peter D. Hart & Associates
Washington, DC
July 1982 to January 1983*

Data Analyst – During the 1982 election cycle at this nationally known public survey company, designed polling questionnaires, analyzed and interpreted polling data, assisted in the formulation of client campaign strategies consistent with survey findings, and served as general advisor to client campaigns.

*Cellar Door Productions
Washington, DC
January 1981 to December 1982*

Stage Production Manager – Supervised and completed technical set-up and maintenance of state-of-the-art sound and lighting systems for performance events by national as well as regional artists at various venues on the East Coast. Managed all stage personnel, acted as primary liaison between artist and promoter, and performed all requisite pre- and post-production activities related to events.

EDUCATION

<i>Legal</i>	California Western School of Law, San Diego, CA Juris Doctor received 1980 Admitted to Pennsylvania Bar
<i>Undergraduate</i>	The American University, Washington, DC B.A. received in Political Science 1977
<i>Secondary</i>	The Loomis- Chaffee School, Windsor, CT Graduated 1973

ADDITIONAL RELEVANT BACKGROUND

- >Annually recognized by *The Hill* newspaper as a "top lobbyist" 2006-2017
- >Frequent speaker at energy industry events nationwide
- >Widely cited in numerous national publications as energy industry expert
- >Frequent speaker at multiple business events on political trends nationwide
- >Extensive political campaign experience

North Kinneloa Ranch
PROPERTY OWNERS' ASSOCIATION
2001 VILLA HEIGHTS ROAD, PASADENA, CALIFORNIA 91107

April 6, 2021

Board of Directors
Kinneloa Irrigation District
1999 Kinclair Drive
Pasadena, CA 91107

Re: Endorsement to fill Director vacancy for Division 2

Dear Board of Directors,

The purpose of this correspondence is to advise your Board that the Board of Directors of the North Kinneloa Ranch Property Association (“NKRPOA”) has conferred and agreed to endorse Stephen Brown to fill the vacancy of the Division 2 seat on your Board. In addition to meeting the statutory requirements for the position, Mr. Brown’s professional experience make him uniquely suited to act as Director to the benefit of the District and its members.

If you have any questions regarding the above, please contact the undersigned via email or at (818) 545-1925. Thank you for your attention to the above.

Very truly yours,

NORTH KINNELOA RANCH
PROPERTY OWNERS' ASSOCIATION

/s/ Paul Beach

Board of Directors
By: Paul Beach
Its: President

Ohannes A. Dembekjian

1979 Sierra Madre Villa Ave., Pasadena, CA 91107

Cellular: (951) 751-4602 Work: (909)-472-4126

E-mail: ohannes.dembekjian@iapmort.org / odembekjian@gmail.com

PROFESSIONAL SUMMARY

Compliance Executive in plumbing and mechanical industry with over 40 years' experience. Expert in product certification, product testing and inspection in the plumbing and mechanical field. Expert knowledge in manufacturing and testing of various types of plastic pipes & fittings.

SKILLS

- Management and delegation
- Excellent interpersonal skills
- Negotiating and persuading
- Excellent presentation skills
- Chairing Meetings
- Team Development
- Microsoft Office (Outlooks, Word, Excel, Power Point, Teams)
- Fluent in Armenian, Arabic, and English (oral and written)
- Limited working proficiency in Spanish

WORK HISTORY

INTERNATIONAL ASSOCIATION OF PLUMBING AND MECHANICAL OFFICIALS (IAPMO)

The sponsor of the most widely used Uniform Plumbing Code, with the largest listing service for plumbing products.

1992-Present

Executive Vice President, Continuous Compliance

- Manage and oversee the overall operations of the IAPMO Group Continuous Compliance Department providing inspection services for IAPMO Business Units globally.
- Mentor Continuous Compliance Staff and Inspectors
- Provide input in the overall IAPMO Group Business Strategy along with other IAPMO Group Senior Management staff

Director of Continuous Compliance

- Responsible for review, update, and implementation of Continuous Compliance Policies & Procedures.
- Management of Continuous Compliance department staff and contract inspectors.
- Review of Field and Lab Test Reports.
- Oversee the resolution of non-conformities and marking infringements.
- Achieve goals of Continuous Compliance department.

Continuous Compliance Inspector

- Select product samples for testing.
- Witness on-site testing of product samples.
- Review quality management systems, records, and practices.
- Examine product markings.
- Assess use of IAPMO R&T certification marks.
- Record all results and complete field report.
- Inspect laboratories against ISO/IEC 17025 to assure conformity to various standards published by ASTM, ASME, ASSE, IAPMO, NSF, etc.

PLASTICS SERVICES & PRODUCTS

Manufacturers of PVC, HDPE, ABS plastic pipe.

1990-1992

Plant Manager

- Managed day-to-day activities of production, maintenance, shipping, and quality control departments.
- Improved and optimized processes of manufacturing of plastic pipes.

ARMORCAST PRODUCTS CO.

Manufacturers of plastic pipe and fittings.



Plant Manager

- Managed day-to-day activities of production, maintenance, shipping, and quality control departments.

P.W. PIPE CO.

Manufacturers of plastic pipe and fittings.

1985-1988

Technical Development Engineer

- Developed new chemical formulations for PVC plastic pipe compounds.
- Worked with raw materials suppliers in evaluating and specifying new chemical ingredients.
- Assisted quality control and production departments in troubleshooting.
- Worked closely in the development of new products.
- Obtained certifications and approvals from various regulatory agencies.

PACIFIC WESTERN EXTRUDED PLASTICS

Manufacturers of PVC plastic pipes.



Quality Control Supervisor

- Supervision of day-to-day Q.C. department's activities including four inspectors.
- Implementing Q.C. policies.
- Training of Q.C. inspectors and production personnel.
- Testing and evaluating of raw materials, compounds, and finished products to assure compliance to specifications.
- Dealing with regulatory agencies such as IAPMO, NSF, and UL.

NATIONAL PLASTIC PIPE FABRICATION CO.

Manufacturers of PVC plastic pipe and fittings.

1980-1982

Assistant Factory Manager

- Supervised plant engineering work, maintenance, shipping, quality control departments.
- Specified and designed formulations for various plastic pipes.

-----**EDUCATION**-----

- Institute of Technology - University of Baghdad Higher Technical Diploma in Chemical Engineering
- Flame Retardants for Plastics - Society of Plastics Engineers
- PVC Compound Course - B.F. Goodrich (Cleveland, OH)
- A.S. Degree - Los Angeles Valley College (Van Nuys, CA)
- ISO 9000 Quality Systems Lead Auditor Course (Los Gatos, CA)

Employers Background:

The International Association of Plumbing & Mechanical Officials (IAPMO) was established in 1926 and has been the leader in plumbing technology and research for decades and its contribution has extended to include the development of various water conservation initiatives such as the widely known U.S. EPA WaterSense program. The International IAPMO community of plumbing experts plays a vital public health role in assuring access to clean water and sanitation. The IAPMO's flagship Uniform Plumbing Code® has protected half the world's population. Today, the IAPMO Group is a complete service organization providing: code development assistance, industry-leading education, personnel certification, plumbing, electro-plumbing, and mechanical product testing and certification, building product evaluation and a manufacturer-preferred quality assurance program. Each component of the IAPMO Group works toward playing an integral part in protecting the health of people everywhere.

March 25, 2021

Letter of Interest:

I respectfully submit my intent to fill the vacancy in the office of Director of Division 2 of the Kinneloa Irrigation District for your consideration. I am a registered voter and owner of a residence in the district. Please see attached my employer's background along with my resume.

Sincerely,



Ohannes Dembekjian

1979 Sierra Madre Villa Ave.
Pasadena, Ca. 91107

951-751-4602

James J. Howe
2224 Villa Heights Rd., Pasadena, CA 91107
Mobile: (626)319-5386 Office: (626)442-0459

March 25, 2021

To: Kinneloa Irrigation District
1999 Kinclair Dr.
Pasadena, CA 91107

RE: Board Vacancy

To Whom It May Concern:

I'm writing in response to the open board seat for Division #2, the district in which my wife and I reside. We've lived in this area for the better part of the last 20 years and have been active members of the community. I'm open to serving on your board and will offer some further background information below and in the attached resume.

First a brief bio – I'm 54, married for 33 years with 2 adult children. My wife and I have lived in Pasadena since we were married. We moved into a home we built in North Kinneloa Ranch in 2003 and currently live in our second home in this community. I'm a graduate of Pepperdine University, having completed undergraduate studies in 1987 and an MBA there in 1996. I work in manufacturing and have taught as an adjunct for 13 years at Azusa Pacific University in their Graduate School of Business.

My work focus is captured in large part on my resume. I'll provide here a brief summary of my board service in the last 10 years or so:

- Board member and Chair, Door of Hope, transitional home for homeless families. I was there for 12 years and served as Board President for 6 of those. My board service there ended in 2015, as I had been asked to serve as Board Chair of our church.
- Board member and Chair Lake Avenue church board, 2013 through 2020, serving 4 of those years as Church Chair / President and 2 years as Vice Chair.
- Founding board member of a small non-profit, Lead With Your Life. 2012 to present.
- Currently serving as a director and Treasurer for the Mitchell B. Howe, Lucille Horton Howe Foundation. This foundation provides funding for local non-profits with particular focus in the area of medical research and health care.
- Board member and President, North Kinneloa Ranch POA. Served 2004 through 2010, three of those years as President.

We very much enjoy the local community and would be open to serving with your team. If there is any additional information that would help in your decision making process, please feel free to reach out to me.

Best regards,



Jim Howe

JAMES J. HOWE
(jjayhowe@cs.com)

2224 Villa Heights Rd.
Pasadena, CA 91107

Cell: 626-319-5386
Office: 626-442-0459

SUMMARY

MBA with 25+ years management experience. Successful organizational leader with specific expertise in the areas of finance, operations, business development, strategic planning and real estate development. Entrepreneurial experience as a small business owner. Excellent communicator, motivator and results oriented leader. A devoted lifetime learner, academic and teacher.

EXPERIENCE

CURRENT NON PROFIT WORK:

DOOR OF HOPE (transitional shelter)

Board Member 2002 to present. President / Board Chair, 2010 to 2014.

Door of Hope is a non profit shelter that provides housing and restorative programs for homeless families in Pasadena and Glendale. As Chair, I actively worked with the Executive Director in numerous organizational areas. I was involved in recruiting our new Executive Director, Tim Peters in 2006. In partnership with Tim, we have successfully grown the organization from a minimal annual budget of roughly \$300,000 in 2006 to a current budget of \$2,500,000. We have expanded our facilities, now serving as many as 26 families at any given time, up from 8 in 2006. I have also played instrumental roles in development, as we have successfully grown our donor base and created a three month operating reserve account.

LAKE AVENUE CHURCH:

Member of LAC's Trustee Board, 2011 to present. Currently serving as Church Chair. Served as Vice Chair of the Board, 2012 to 2015.

As Church Chair, I provided overall leadership to the board and served as a member of Lake Avenue's Executive Team and Finance Committee, providing strategic oversight to the Church's operations. I led a team that analyzed the staff and lay leadership structure, looking specifically at areas of responsibility and chain of authority. I also worked with staff on projects centered around adult education, coordinating curriculum and launching new programs.

Lake Avenue Church has an annual operating budget of just under \$10 million. We are a highly diverse urban church that serves 4000+ members representing a broad cross section of ethnicities and socio-economic communities in the San Gabriel Valley.

CURRENT CORPORATE MANAGEMENT POSITION:

D.D. WIRE COMPANY INC.,

1991 - present

Temple City, CA

D.D. Wire Company is a 40 year old contract manufacturer of fabricated metal components for such companies as General Atomics, Ryerson Steel, BAE Systems, MTA, Tenneco, and others.

Vice President, COO

2005 - present

Serving as a director and corporate officer, reporting directly to the firm's principles with full P+L responsibility.

(MORE INFORMATION ON THIS ROLE MAY BE FOUND ON PAGE 2)

JAMES J. HOWE (jjayhowe@cs.com)

D.D. WIRE COMPANY INC., CONTINUED

Vice President, COO

2005 - present

Successfully guided the firm through the major recession of 2008 / 2009. As a hard hit manufacturer, we had to cut payroll and workforce by roughly 25%. Having weathered the downturn, the company, under my operational leadership, saw record 2014 profitability on revenues close to pre-recession levels. Gross margins have been improved to 43%.

Vice-President of Operations, General Manager,

(1996 – 2005)

Developed and implemented 1 year and 5 year strategic plans to expand the company's market, positioning the firm as a world class supplier.

- Increased revenues by 40% over initial 3 year period in this position. Improved profitability from 3.5% ROS to 9% ROS in an industry which averages 5% net profit. Achieved 10 consecutive years of profitability. These improvements were accomplished through the utilization of additional second shift capacity while streamlining manufacturing by introducing employee incentive programs and automating material handling systems.

Plant Manager / Controller, Laser and General Fabrication Division. (1991-1995)

AZUSA PACIFIC UNIVERSITY, Adjunct Professor

2003 – 2018

Azusa, CA

Actively taught 500 level courses in the APU Graduate School of Business. Teaching MBA students in the following disciplines: Managerial Accounting and Operations Management and Finance. Prior Courses: Strategy and Financial Analysis (emphasis on valuation techniques).

EDUCATION

MBA, course emphasis in strategy and general management.

1994 – 1996

Pepperdine University, School of Business and Management.

B.S. Degree, Business Administration, finance emphasis.

1984 – 1987

Pepperdine University, Seaver College

Financial Markets Intensive, (facilitated a one week certificate program in NYC with Pepperdine)
1999

AFFILIATIONS

Director / Treasurer: Lucile Horton Howe and Mitchell B. Howe Foundation.

Board member since 1999.

Chair of Investment Committee since 2003.

This family foundation was started by my late grandfather and seeks to provide funding for local non-profit interests. Most grants are funded in the areas of medical research, social services, and academia.

Director: Door of Hope (Pasadena based transitional home for homeless families).

Board member since 2002, Board President 2010 - 2014.

Trustee / Board Chair: Lake Avenue Church in Pasadena. Board member since 2011. Finance Com.

Director / Secretary: Lead With Your Life, a new 501 C3 non-profit that seeks to develop Christian leaders. Board member since 2012.