

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 22, 2023, 3:00 P.M.

MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. 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, Gerrie Kilburn, Stephen Brown, Timothy Eldridge

DIRECTORS ABSENT: none

STAFF PRESENT: (In-Person): General Manager, Tom Majich; Field Staff, Chris Burt, Michele Ferrell

PUBLIC PRESENT: William Opel and Robert Cruz

1. CALL TO ORDER:

Chairman 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.

2. PUBLIC COMMENT: William Opel noted that he would like to speak regarding agenda item 6(a) "Election Update."

3. REVIEW OF MINUTES:

Director Kilburn motioned to approve the **July 18, 2023** Minutes for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

4. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the July 2023 financial reports. Director Brown motioned to approve the June 2023 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)

5. REVIEW OF 2023 YEAR TO DATE ACTUAL SPENDING TO BUDGET :

The General Manager presented a 2023 year to date budget analysis and a proposed spending plan for the remainder of the year. The General Manager requested that the projected increased deficit be taken from operational reserves. Director Eldridge motioned to approve the General Manager's proposal and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Eldridge / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

6. INFORMATION ITEMS:

The Los Angeles County general election on 11/7/23 will include the Board seat for Division 5 as there are two qualified candidates: William Opel and Robert Cruz. For Divisions 1 and 4 only one qualified candidate filed for each seat, they will not appear on the ballot. William Opel was present and prepared a candidate statement read by the General Manager as follows:

“I was the KID board member for Division 5 from 2016 through 2019. I want back onto the board to press for completion of critical improvements including fire hydrant output capacities that may now only provide small fractions of emergency firefighting water supplies required, posing risks to life and property. Low capacities can also jeopardize insurability and permitting. The importance of the project previously led KID to make it their number one capital priority. Requirements have been laid out and estimated. Unfortunately, other projects depleted essential funds. Others got priority while known Division 5 deficiencies were neglected. If elected, I will press for KID to move forward at once, even if it involves consideration of temporary fixes. I also want KID to otherwise continue pursuing operational excellence, prudent economics and strategic planning. On a personal note, my wife and I have lived on Villa Knolls Drive since 1974. I was the director and president of the Huntington Medical Research Institutes for over 35 years. My education includes MBA and doctorate degrees. Please feel free to contact me at kidwater5@charter.net if you have comments, suggestions, questions or would like to discuss these issues further. “

The next customer newsletter will be prepared late September. The General Manager will include information on how the District is successfully using Subeca for early leak detection and swifter customer notification.

The General Manager has submitted the District’s proposed plan to the State of California Division of Drinking Water for system modifications to be put in place before the District’s Fluoride Variance expires in December 2023. There has been an initial telephone meeting with DDW staff to discuss the program and additional information has been requested from KID.

The 1850 Kinneloa Canyon Road project will not proceed based on the Customer’s decision to not move forward at this time.

The General Manager provided information on the LAIF and CalTrust accounts that the District’s reserve funds are invested in.

7. EMPLOYEE POLICIES AND PROCEDURES:

The board reviewed the updated manual (Revision 7 dated 8/22/23) and approved Resolution 2023-8-22-1 to adopt the revised document and authorize the General Manager to publish and distribute to the District’s employees subject to a revision that an employee may report harassment to the General Manager or any member of the Board of Directors. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

8. AD HOC PERSONNEL COMMITTEE REPORT:

The Ad Hoc Personnel Committee will meet with the General Manager to confirm that Job Descriptions note if a position is exempt or non-exempt to align with the Employee Policies and Procedures Manual. For the General Manager, who is currently the only contracted exempt employee, the committee will review the GM contract for a potential addendum to ensure alignment with the Employee Policies and Procedures.

9. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT:

The committee has met with the General Manager to review an initial draft of a proposed 2024 budget. There will be an additional meeting and a draft 2024 budget will be presented to the board for discussion at the September board meeting.

10. NOMINATION: LAFCO SPECIAL DISTRICT ALTERNATE REPRESENTATIVE:

The General Manager was authorized to nominate Stephen Brown as a candidate for appointment as special district alternate member of the Los Angeles Local Agency Formation Commission. It was motioned/seconded/carried unanimously – (Eldridge / Kilburn– 3 Aye/0 Nay/1 Abstain - Brown/0 Absent)

11. ELECTION: ACWA OFFICER AND REGIONAL BOARD:

The General Manager was authorized to submit a ballot on the District's behalf voting for Cathy Green as ACWA President, Ernesto Avila for AWCA Vice President and the Nominating Committee's recommended slate for the Region 8 Board. It was motioned/seconded/carried unanimously – (Eldridge / Brown– 4 Aye/0 Nay/0 Abstain/0 Absent)

12. GENERAL MANAGER'S REPORT:

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending July 2023 was provided.

13. CLOSED SESSION – PENDING OR THREATENED LITIGATION:

Chairman Johnson announced the closed session concluded.

14. REPORT ON CLOSED SESSION:

The Board considered the Claim of Cari McCormick against Kinneloa Irrigation District and authorized the General Manager to reject the claim.

15. DIRECTOR REPORTS AND/OR COMMENTS:

NONE

16. **CALENDAR:** Upcoming regular meetings: Sept. 19, 2023; Oct. 17, 2023; Nov. 21, 2023.

17. **ADJOURNMENT:**

Chairman Johnson adjourned the meeting at 5:10 P.M.

Prepared and submitted by,

Martin Aragon

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Office Manager/Board Clerk