

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, August 27, 2024, 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: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** In-Person: Tom Majich-General Manager (GM), Chris Burt

**PUBLIC PRESENT:** none

**1. CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:30 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:**

none

**3. REVIEW OF MINUTES:**

Subject to a noted revision in Item #3, Director Feliton motioned to approve the **July 23, 2024, Special Meeting** Minutes for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Feliton / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**4. REVIEW OF MINUTES:**

Subject to a noted revision in Items 1, 2, 5h and 5j, Director Eldridge motioned to approve the **July 23, 2024, Regular Meeting** Minutes for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**5. REVIEW OF MINUTES:**

Director Eldridge motioned to approve the **July 30, 2024, Special Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**6. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the July 2024 financial reports and a year-end budget forecast. Director Johnson motioned to approve the reports for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Johnson / Eldridge – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**7. INFORMATION ITEMS:**

- a. The General Manager shared a water audit for the period of 6/25/24-7/25/24 indicating that 12.7% of water produced in that period was non-revenue generating while the calendar year to date loss is 14.91%.
- b. The General Manager provided a Water Quality Testing Report for July 2024
- c. The GM reviewed the correspondence received from the State Water Resources Control Board, Division of Drinking Water dated 8/20/24. The General Manager is working on a response to be submitted to DDW by the next Regular Board Meeting.
- d. The GM noted that that GIS field collection effort is ongoing with District staff and that the Lead Service Line Inventory will be completed by the deadline of 10/16/24.
- f. The GM proposed that the fall newsletter be sent out immediately after Labor Day. The GM will work with Director Brown to develop the newsletter content.

**8. AD HOC PERSONNEL COMMITTEE:**

The Ad Hoc Personnel Committee met with the General Manager to review and prepare agenda items 9 and 10. An updated organizational chart, approved compensation ranges and employee job descriptions will be presented to the Board at its September Regular meeting for review and adoption

**9. ADOPTION OF CalPERS 457 PLAN:**

After reviewing the plan outline and draft agreement, Director Opel motioned to approve Resolution 2024-08-27-1 to adopt the CalPERS 457 Plan for the benefit of the Kinneloa Irrigation District employees and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**10. ADOPTION OF EMPLOYEE POLICIES AND PROCEDURES VERSION 8:**

The General Manager presented Revision 8 dated August 27, 2024, of the Kinneloa Irrigation District Policies and Procedures Manual. The following final revisions were discussed at the meeting:

Section I.E.1. – Revise definition of full time-regular employee to a minimum 32 hours per week

Section II.A – add back the language “The General Manager is assigned primary responsibility for implementing the IIPP.

Section V.E.2. – add that Floating Holiday Time may only be taken in 8-hour increments.

Subject to the three noted revisions, Director Eldridge motioned to approve Resolution 2024-08-7-2 adopting Revision 8 of the Policies and Procedures Manual and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

**11. AD HOC MASTER PLAN COMMITTEE REPORT:**

The Draft Water System Evaluation and Capital Improvement Plan was presented to the Board at its Special Meeting of August 27, 2024. The Ad Hoc Master Plan Committee is now dissolved.

**12. AD HOC FINANCE COMMITTEE FORMATION:**

The General Manager requested that an ad hoc finance committee be formed to review the draft rate study prior to presentation to the full Board of Directors. Additionally, this ad hoc committee will meet with the GM to review financial advisor candidates for purposes of future project financing. Directors Eldridge and Opel volunteered to serve on the ad hoc finance committee.

**13. GENERAL MANAGER'S REPORT:**

The General Manager presented the monthly report on District activities, water supply and production. A year-to-date summary of the Watermaster Year ending June 2025 was reviewed.

**14. DIRECTOR REPORTS AND/OR COMMENTS:**

Director Feliton noted that a vacant property in his Division is in escrow to be sold and inquired about District protocol for providing new water service to properties being developed.

**15. CALENDAR:** Upcoming regular meetings: September 24, 2024; October 22, 2024; November 26, 2024.

**16. ADJOURNMENT:**

**Chairman Brown adjourned the meeting at 5:20 P.M.**

**Prepared and submitted by,**

**Tom Majich, General Manager**