

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, September 20, 2022, 3:00 P.M.

## MINUTES

### **Meeting conducted by teleconference under the provisions of Executive Order N-29-20.**

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 the District Board room. 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, Gerrie Kilburn, Tom Majich & David Moritz

**DIRECTORS ABSENT:** None

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

**PUBLIC PRESENT:** None

### **1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 pm and took roll call. A quorum of Board Members was present and reviewed the agenda.

### **2. TELECONFERENCING OF BOARD MEETING:**

Martin Aragon presented the Resolution 2022-09-20 to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022.

### **3. PUBLIC COMMENT:** None

### **4. REVIEW OF MINUTES:**

Director Brown motioned to approve the **August 2, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Brown motioned to approve the **August 16, 2022**, Regular Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **August 30, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 5 Aye/ 0 Nay /0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

Director Moritz reviewed the July 2022 financial reports.

Director Majich motioned to approve the financial reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Majich / Brown – 5 Aye/ 0 Nay /0 Abstain)

**6. PROPOSED BUDGET FOR 2023:**

The Board directed staff to review deferred maintenance projects that are now considered a priority and update the budget to include those costs. The Board will consider the budget for approval at the Special meeting on September 29, 2022.

**7. TRANSITION COMMITTEE REPORTS AND DISCUSSION:**

GM Recruitment Committee: Advertisement of the open Executive position has been approved and will be released with a brochure on September 26, 2022. The advertisement will be available for five weeks and will conclude on November 4, 2022.

**8. PROPOSED INTERIM ORGANIZATION CHART:**

Chairman Johnson reviewed and discussed the proposed interim chart.

Director Brown motioned to approve the Interim Organization Chart and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**9. INFORMATION ITEMS:**

**ENGINEERING SOLUTIONS SERVICES**

The Board directed the acting GM to execute an agreement with Engineering Solutions Services not to exceed \$25,000.00.

Director Majich reported a cost of \$12 - \$15K may be necessary to support the entire grant process for the Brown/Glen Project. Concurrently, ESS will undertake a review of the District's Water Master planning document, including potential venture capital projects with an eye towards identifying possible grant funding sources.

**FLUORIDE VARIANCE**

Chairman Johnson recognized that an assessment of the proposed sites for upgraded fluoride blending may be necessary. District staff will arrange a meeting with the Department of Drinking Water to discuss new compliance requirements. Conclusions from the meeting will be revisited at a future board meeting.

**10. APPOINTMENT OF ACWA JPIA REPRESENTATIVE AND ALTERNATE TO PARTICIPATE IN SEMIANNUAL BOARD MEETINGS:**

Director Kilburn motioned to appoint Director Majich as the ACWA JPIA and Director Brown as the alternate to participate in Semiannual Board Meetings and was seconded by Director Moritz. It was motioned/seconded/carried unanimously – (Kilburn / Moritz – 5 Aye/ 0 Nay /0 Abstain)

**11. PROJECT UPDATES:**

**ADVANCED METER INFRASTRUCTURE (AMI) PROJECTS**

Subeca personnel will return the week of October 4, 2022, to install the remaining Subeca devices.

The Board requested the list of originally selected customers included in the pilot group. The list may be modified to develop a more representative sample.

**CUSTOMER OUTREACH – FALL NEWSLETTER**

Director Brown reported that the Fall newsletter slated for release in mid-October will continue to focus on conservation in general, the AMI project, and a brief interview with former GM Mel Matthews on his KID legacy.

**12. DIRECTOR REQUESTS, REPORTS OR COMMENTS:**

Chairman Johnson discussed his visit to the ACWA Region 8 event on various topics.

**13. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 5:00 PM.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon**

**Office Manager/Board Clerk**

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