

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 21, 2019
3:00 p.m.
Minutes

DIRECTORS PRESENT: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Sr. Facilities Operator Chris Burt, Office Manager/Acting Board Secretary Bernadette Allen

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:03 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

2. PUBLIC COMMENT: District residents Don Murphy and Dave Moritz were present. Dr. Moritz introduced himself and expressed his interest in the local water supply.

3. REVIEW OF MINUTES: The minutes of April 16, 2019, were reviewed. In Item 7, Director Opel requested a couple word changes in the second sentence. In Item 7, Director Griffith asked if the third sentence was an accurate paraphrase. After discussion, the Chair requested that staff listen to the recording and confirm that the minutes are consistent with what was said and revise Item 7 if necessary. The Board agreed to postpone review of the minutes until the next meeting.

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Bill Opel reviewed the financial reports for April 30, 2019, highlighting that the net income was now ahead for the year by \$2,242.66, total revenues exceeded budget, water sales were up, interest was better than anticipated, and expenses were less than budgeted.

The General Manager answered questions regarding expense accounts with a large variance. Director Opel asked about the change in the balance sheet, and the General Manager stated that audit adjustments made at year-end, such as depreciation and PERS liability did affect the assets, liabilities and fund balance on the current balance sheet.

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0).

“That the Board approve the financial reports for filing as presented.”

5. KINNELOA CANYON ASSOCIATION EMERGENCY STORAGE SHED: The General Manager summarized that at the Board’s direction, he sent the agreement to the attorney for review. On Item 5, redline items were suggestions from the attorney. The revised agreement was sent to the Kinneloa Canyon Association (KCA). KCA President, Don Murphy, stated that the agreement was sent to the KCA Board members for review. The agreement was discussed at their last meeting and approved. Director Griffith asked if a survey had been sent to residents. Don Murphy said that a survey was not done, but information was posted on the KCA website, and the project plans had been very transparent and were presented at annual meetings.

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The General Manager said that staff recommends the Board approve authorization to sign the agreement.

It was motioned/seconded/carried unanimously-(Opel/Eldridge-5/0/0).

“That the Board authorize the General Manager to sign the Grant of Revocable License Agreement.”

6. GENERAL MANAGER’S REPORT: The General Manager and Board reviewed the report.

II.B Annual Audit: He reported that the audit was being reviewed by Director Opel, Bernadette, and him and he anticipates that the auditor may be present at the next meeting to answer questions.

II.C. FirstNet: The account has been established for cell phone service and is an optional service available for District staff and Board members. FirstNet is a unique cell phone band that is more reliable in an emergency.

II.E Activities/Meetings/Webinars/Conferences: The Sanitary Inspection on 4/3/19 was a routine on-site overall inspection of the District’s water system by the State Water Resources Control Board (SWRCB) Division of Drinking Water. The General Manager spent almost the whole day with the SWRCB’s engineer. It was a very “clean” inspection, with few and very minor action items, such as a small patch in screening at one of the reservoirs.

III. Water Samples and Test Results: Director Opel requested that the Water Samples and Test Results, which was not included in the May General Manager’s Report, be included in future reports and the Board concurred that the results are useful information.

7. WATER MAIN IMPROVEMENT PROJECTS: The General Manager reviewed the SA Associates proposal for preparation of plans and specifications and bidding documents for the Sierra Madre Villa (SMV) and Villa Heights Water Main Improvement Project, which will complete the East Tank loop. He had simultaneously requested that Civiltec prepare an engineering proposal for the Brown/Glen Replacement Pipeline Project between Barhite St. and Villa Highlands Dr. That proposal had not been received yet. Director Opel asked if the SMV & Villa Heights Project will affect the priority of the Wilcox motor replacement. The General Manager stated they are two separate projects. The Board approved going ahead with the replacement of the 50 HP motor, and since these projects are independent of one another, there will be no effect. Director Griffith asked if SA Associates was chosen through a competitive process. The General Manager stated that SA Associates and Civiltec are the two engineering firms used by the District. SA Associates did the original pipeline design for the East Tank area. For the other project, Civiltec did the original pipeline design for the Vosburg area.

It was motioned/seconded/carried unanimously-(Eldridge/Griffith-5/0/0)

“That the Board accept the SA Associates proposal for Engineering Design Services for the Sierra Madre Villa and Villa Heights Water Main Improvement Project.”

8. DIRECTOR REPORTS AND/OR COMMENTS:

Director Griffith asked if there is a list of regular maintenance projects. General Manager stated that he will consider modifying the Manager’s Report to include maintenance projects that are on the horizon.

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The Chair stated that the personnel committee met as a follow-up to the last Board meeting that had a discussion on Cost of Living Increases and Board practices and policies in the past. The committee had a useful discussion with the General Manager, and the committee appreciates how the direction is moving forward for the District. It has been a successful year. The committee has discussed uncoupling merit increases from the annual evaluation and the practice of providing separate increases for merit at a different time of year from potential cost of living increases at the budget time. The committee's feeling, not a proposal for action, is that the District should align salary increases and cost of living increases with merit increases at one time. This would also uncouple performance reviews from merit increases. The topic of salary increases will be discussed by the Board at a future time.

9. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, June 18, 2019.

10. ADJOURNMENT: The meeting was adjourned at 4:12 p.m.

Respectfully submitted by,



Bernadette C. Allen
Acting Board Secretary