

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, March 19, 2019
3:00 p.m.
Minutes

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

DIRECTORS ABSENT: Gerrie Kilburn

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

PUBLIC PRESENT: David Moritz, Don Murphy and Linda Szerdahelyi (all customers/residents)

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:04 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested other than the chair announced that item 10a, the closed session would not be necessary at this meeting. This item would be scheduled for the April meeting.

2. PUBLIC COMMENT: Dr. Moritz stated that he was pleased to be here to learn more about the District's water system. No one else requested to speak at this time.

3. REVIEW OF MINUTES: The minutes of February 19, 2019 and March 5, 2019 were reviewed. On the February 19 minutes, the Chair requested the following changes: Item 6, change the word "will" to "to" in the fourth sentence; Item 7, change the first sentence to read "The General Manager highlighted items in the report and answered questions from the Directors regarding his activities and projects." Motioned/seconded/carried-(Griffith/Opel) and approved by a vote of 4/0 "to file and publish as corrected."

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Opel reviewed the financial reports for February 28, 2019, highlighting that the District had significantly lower water sales as compared to the budget, that operations and maintenance expenses were higher than the budget this month and that the net income was lower than the budgeted amount. The General Manager explained that most of the expenses are budgeted on an annual basis and the monthly amount is 1/12 of that amount and that timing issues explain the apparent overages. Motioned/seconded/carried-(Griffith/Eldridge) and approved by a vote of 4/0 "to receive and file the financial report."

5. PROPOSED DOYNE ROAD HOME CONSTRUCTION: Letter of non-interference was reviewed by the Board. The General Manager indicated that this draft had been reviewed by our attorney and that the changes are shown in the redline version. Director Griffith suggested that the word "The" be added in the first sentence ahead of Kinneloa Irrigation District. No other changes were requested. Motioned/seconded/carried-(Opel/Griffith) and approved by a vote of 4/0 "to authorize the General Manager to sign the document with the suggested changes and transmit it to the requesting party to accompany the parcel map that is to be recorded."

6. PROPOSAL TO LOCATE EMERGENCY SUPPLY STORAGE UNIT ON DISTRICT PROPERTY: General Manager presented draft License Agreement for Board review and indicated that it is in the form of previous License Agreements approved by our attorney. Minor changes were discussed, and the General Manager indicated that the next step would be a review by the Board of the Kinneloa Canyon Association and then a revised document would be prepared with mutually acceptable changes and brought back to Kinneloa Irrigation District Board for final review. No action was required at this meeting.

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7. GENERAL MANAGER'S REPORT: The General Manager reviewed the report and answered questions from the Directors regarding his activities and projects.

8. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS: The General Manager reviewed the two pipeline projects that he recommended to proceed to the design phase this year. The projects are the Brown/Glen replacement pipeline and the Sierra Madre Villa/Villa Heights East Tank Loop pipeline. He answered questions about the timing and cost of the projects and indicated that he will first obtain budgetary estimates from our engineers for each project before authorizing the preparation of the plans and specifications. He described the projects by referring to the system map projected on the screen and indicated the purpose and benefits of each project. He answered Directors' questions regarding each project and indicated the priority order for construction of these projects. He indicated that a more streamlined process for development of plans might be possible for smaller projects and repair projects, and that the priority order of major projects could change depending on the available funds, the availability of our design engineers and our ability to manage the projects. He indicated that the current reserve fund available for projects is about \$700,000.

Motioned/seconded/carried (Griffith/Opel) by a vote of 4/0 "to authorize the General Manager to proceed with the design phase of these two projects and bring back to the Board information on the estimate for the design and construction of these projects when available."

10 and 11. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1):
Title: General Manager. This item was deleted from the agenda.

12. DIRECTOR REPORTS AND/OR COMMENTS: Director Griffith had questions on the boundaries of the Glen Reservoir property and the properties of the adjacent owners and the easements across those properties as well as landscaping, walls and fences surrounding the reservoir. Chris Burt provided some information and clarification. There were no other reports or comments. This could be a future agenda item if there are any issues to resolve.

13. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, April 16, 2019.

14. ADJOURNMENT: The meeting was adjourned at 4:18 p.m. by motion/second (Eldridge/Opel) and carried by a vote of 4/0.

Prepared by:



Melvin L Matthews
Acting Secretary to the Board