

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Wednesday, May 17, 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 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 Manager, Melvin Matthews; Administrative Assistant / Acting Board Clerk, Melanie Timoteo; Facilities Operators, Chris Burt and Michele Ferrell.

PUBLIC PRESENT: (Zoom): Gail Egan and Bobby Egan of *Egan CPAs LP*
(In-Person): Frank Griffith and Bill Opel

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: None

3. FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020 AND INDEPENDENT AUDITOR’S REPORT

Gail Egan and Bobby Egan of Egan CPAs LP presented their report.

Director Majich motioned to approve audit report with indicated revisions and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich/Kilburn – 5 Aye/ 0 Nay /0 Abstain)

4. REVIEW OF MINUTES

Director Kilburn motioned to approve the **March 29, 2022** Minutes for filing and was seconded by Director Majich.

It was motioned/seconded/carried unanimously – (Kilburn / Majich – 5 Aye/ 0 Nay /0 Abstain)

Director Majich motioned to approve the **April 19, 2022** Minutes for filing with indicated revisions and was seconded by Director Brown.

It was motioned/seconded/carried unanimously – (Majich / Brown – 5 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **April 27, 2022** Minutes for filing 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 April 2022 financial reports.

Director Brown motioned to approve the financial reports for filing and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

6. INFORMATION ITEMS

The General Manager presented his report.

The next newsletter is scheduled to be sent out late June, and will include information concerning the drought, Brown/Glen project, Subeca transition and water quality.

The SA Associates system map project will be completed by the end of June.

Former Director Bill Opel thanked the Kinneloa Irrigation District staff for providing a positive experience to Brenna Bowland during her internship.

7. RESPONSIBILITIES AND DELEGATION OF AUTHORITY

The Board reviewed the documents.

Director Majich motioned to accept the longer form of the Delegation of Authority and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

8. PROJECT UPDATES

The GM will request a report from CV Strategies regarding the survey results.

SCADA reconfiguration: Master Transmitting Unit concern has been resolved and system enhanced.

Projects to be tracked will be included in the Agenda going forward within category “Project Updates”

9. BROWN-GLEN PIPELINE IMPROVEMENT PROJECT

Director Majich motioned that the staff proceeds with completing the construction and bid documents for this project and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

10. CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code

€54954.5(E): Title: General Manager

11. REPORT ON CLOSED SESSION:

Discussion Outcome:

Chairman Johnson announced the closed session concluded and no action was taken.

Director Brown motioned to adopt Emergency Response Plan with the understanding that we will revisit a revision in the fall and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

12. DIRECTOR REPORTS AND/OR COMMENTS:

Director Majich announced that he learned that State Funds have been distributed to communities like ours for various projects and believed we might be eligible for money to be used towards the Brown/Glen Project. The GM agreed to follow up with this information.

13. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 5:21 pm.

Prepared and submitted by,

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

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