

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 27, 2026, 2:00 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, John Feliton, William Opel

(Remotely): Timothy Eldridge (Just Case per SB 707), Gordon Johnson
(absent for voting purposes)

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): Tom Majich, General Manager (GM); Katherine Morrisroe, Assistant Management Analyst; Chris Burt, Facilities Supervisor

PUBLIC PRESENT: Michael G. (remote),

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 2:00 P.M. and took a roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. CLOSED SESSION – Pending or Threatened Litigation:

The Board went into closed session at 2:05pm and ended at 2:45pm. Chairman Brown reported that no action was taken on this agenda item.

4. REVIEW OF MINUTES:

Director Brown motioned to approve the **December 16, 2025, Special Meeting Minutes** for filing with directed corrections made to items 7a, 7c, 7g, 8 and 9, and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Brown / Feliton – 4 Aye / 0 Nay / 0 Abstain).

5. REVIEW OF FINANCIAL REPORTS – DECEMBER 2025:

The General Manager presented the December 2025 financial reports. A discussion ensued where questions were asked and answered. Director Opel motioned to approve the reports for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 4 Aye / 0 Nay / 0 Abstain).

6. SUBECA MANAGED SERVICES AGREEMENT:

The GM presented a memo outlining a recommendation to enter into a managed services agreement with Subeca to support District meter reading operations. A discussion ensued where questions were asked and answered. Director Feliton motioned to authorize the GM to enter into the proposed services agreement and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Feliton / Opel – 4 Aye / 0 Nay / 0 Abstain).

7. INFORMATION ITEMS:

a. The GM reviewed the 2025 Water Loss Audit report for December. He noted that the year-end water loss for 2025, which included water loss associated with fire response and water quality testing impacts, was 16.0% compared to a 2024 year-end loss of 14.2%.

b. The General Manager reviewed the December 2025 Water Quality Testing Report.

c. The General Manager presented the Capital Project Status Report. He shared that the installation of an air conditioning unit in the K3 Vault is complete and testing is underway.

d. The GM distributed the revised District Conflict of Interest Code as approved by the Los Angeles County Board of Supervisors. The GM noted that the State of California has not distributed instructions yet on how to file Form 700's with the Fair Political Practices Commission.

e. The General Manager shared that a nominal check was received from CalOES as a pass through agency for FEMA funds but that the bulk of the approved FEMA reimbursement is still unpaid at this time with no anticipation of when funds will be received.

f. The General Manager reported that the Septic to Sewer Feasibility Study proposal is pending execution of a Master Services Agreement with LA County which has been requested.

g. The GM presented a printed copy of the Brown Act to each Director present as required by SB 707, hard copies will be delivered to Directors Eldridge and Johnson.

h. The GM noted that for staff on a January Cost of Living Adjustment cycle an increase of 3% was applied reflecting the December 2025 Los-Angeles Long Beach CIP rate reported.

i. The GM noted that the 2025 Report on District Operations and Emergency Project narrative will be presented at the February 2026 meeting.

j. The GM noted that several bank loan options have been presented, and one bond financing option has been presented. The GM recommends that the District proceed with a bank loan option to secure the \$4.7m required for the CIP execution. A discussion ensued where questions were asked and answered. The GM will present a term sheet for Board approval at the February 2026 meeting.

8. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2026:

Chairman Brown distributed a draft of proposed Strategic Goals and Objectives for 2026. A discussion was had regarding the proposed objectives. It was suggested and agreed by all Directors that the priority and specific completion date for each objective be removed. The GM noted that achieving some of these objectives may require additional resources that the District currently does not employ. It was noted by Director Johnson that the Strategic Goals and Objectives established for the District may inform Goals and Objectives for the General Manager but that the Goals and Objectives for the District are be separate from those for the General Manager. Chairman Brown requested that each director provide comments and suggestions to him individually so that a version may be presented at the February 2026 meeting.

9. GENERAL MANAGERS 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 December 2025 was reviewed.

10. DIRECTOR REPORTS AND/OR COMMENTS: None

11. CALENDAR:

Upcoming regular meetings: February 24, 2026; March 24, 2026; April 28, 2026

12. ADJOURNMENT:

Chairman Brown adjourned the meeting at 4:30 P.M.

Prepared and submitted by,

**Katherine Morrisroe
Assistant Management Analyst**