

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, August 28, 2018**  
**3:00 p.m.**  
**Minutes**

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Melvin Matthews, General Manager/Acting Board Secretary; Donna Eggehorn, Administrative Assistant

**1. CALL TO ORDER:** Chair Frank Griffith, called the meeting to order at 3:00 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

**2. PUBLIC COMMENT:** No members of the public were present.

**3. REVIEW OF MINUTES:** The minutes of July 31, 2018 were reviewed. Director Opel requested to change the word “**verbiage**” to “**add wording**” as stated in the June 19, 2018 minutes under Item #3 Review of Minutes and change “**add minor verbiage**” to “**add wording**” stated in Item #6 Water Master Plan for the Kinneloa Irrigation District in the June 19, 2018 minutes. Director Johnson requested to change the wording in Item #7 Personnel Committee from “**will distribute to each Board member an updated job description form**” to “**will re-distribute to each Board member a draft job description form**”.

It was motioned/seconded/-(Johnson/Kilburn-5-0)

(Aye-Eldridge, Griffith, Kilburn, Johnson, Opel/Nay-0/Abstain-0)

**“that the minutes of July 31, 2018 be approved for filing with corrections.”**

**4. REVIEW OF FINANCIAL REPORTS:** Director Opel reviewed the financial reports for July 31, 2018, highlighting that the District had increased water sales as compared to the budget, that operations and maintenance expenses were lower than the budget this month and that the net increase in cash was higher than the budgeted amount.

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

**“that the Board approves the financial reports for filing as presented.”**

**5. GENERAL MANAGER’S REPORT:** The General Manager and Board reviewed the report and highlighted the follow items and answered questions from the Directors:

**Budget.** Prepare 2019 draft budget.

**Accounting.** The General Manager has been training the office staff on the use of the accounting software and will be delegating some of the routine tasks over the next few months.

**Computer/Software Maintenance.** Security/feature/software updates were done on all computers.

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**6. PERSONNEL COMMITTEE:** The committee requested that the Board discuss and implement the proposed changes for the General Manager’s job description and performance goals. General Manager Matthews will distribute to the Personnel Committee an updated job description form to be reviewed before the next meeting. The Board requested that this item be carried over to the next meeting.

**7. AUXILIARY DWELLING UNITS (ADU’S):** General Manager Matthews requested that the Board discuss and review the District’s Rules and Regulations regarding providing water service to newly constructed or remodeled separate living units on existing single-home lots. There was further discussion on regulations from the County of Los Angeles, existing polices, establish new policies, lot size, water supply, and separate meters.

**8. 2019 BUDGET:** The General Manager reviewed the proposed budget documents, highlighting that the trends forecast that income will cover debt service as well as normal expenses. The 3% rate increase in the budget will enable the District to cover increases in expenses due to inflation and maintain the ability to undertake \$200,000 to \$300,000 worth of improvement/maintenance projects each year. The General Manager explained that the District was required to give a 45-day notice for the public hearing to recommend proposed water rates. The Board also discussed increasing the Board of Directors compensation, re-evaluating CalPERS for employees. Director Johnson suggested a letter to be sent to customers to justify the increased rate. GM Matthews will send last year’s letter/Public hearing notice to the Board and other budget scenarios on the fixed rate to keep total revenue the same.

**9. DIRECTOR REPORTS AND/OR COMMENTS:** General Manager Matthews reminded the Board that a scheduled presentation by a representative from the ACWA JPIA on the insurance programs will be attending the October 16, 2018 Board meeting. Director Kilburn will be late for the September 18, 2018 Board meeting.

**10. CALENDAR:** The next regular meeting will be at 3:00 p.m. on Tuesday, September 18, 2018.

**11. ADJOURNMENT:** The meeting was adjourned at 4:50 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:

  
Acting Secretary to the Board