

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, November 19, 2019, 1:00 pm
Minutes

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

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 1:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District resident Dr. Dave Moritz was present. No public comments.

3. REVIEW OF MINUTES:

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

“That the Board approves the October 22, 2019, minutes as presented for filing and posting on the website.”

It was motioned/seconded/carried-(Kilburn/Eldridge-5/0/0/0):

“That the Board approves the November 5, 2019, minutes as presented for filing and posting on the website.”

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Bill Opel reviewed the October 31, 2019, financial reports. On the Income Statement, he highlighted the revenue of \$160,000, which shows better than average water sales, but wholesale water sales were less than expected. For expenses, he pointed out some accounts that are over budget for the month: 5010 maintenance/repair supplies over budget by \$2,600; 5016 operations overtime over budget by \$3,000; and maintenance/repair contractors over budget by \$5,000. The bottom line is \$11,000 net income variance for the month. On the Cash Flow Statement, he stated that there was a net increase in cash of \$17,000 for the month and \$135,000 ahead for year to date.

Director Griffith asked if the Foothill Municipal Water District (FMWD) administrative fee will continue to go up each year or level out. The General Manager said it is not likely to level out. He added that the District only pays a small percentage of the administrative expenses of FMWD.

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

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

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

II.A. Water Main Improvement Projects: The General Manager stated that he was very active in the analysis of the Brown Glen Project and options to move ahead.

II.B. Website Redesign: The project was completed, and the website went live.

III.A. Water Leak/...: There were a lot of customer contacts, especially questions regarding high water bill activity and water leak notices.

III.C. Future Capital Improvement: A new projects list will be presented in January.

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
Tuesday, November 19, 2019
Minutes

IV. Water Supply Summary...: The General Manager stated that the District sold a lot of water to customers, so the surplus water is down a little at 177 acre feet, but that amount is adequate, and the District does plan to lease pumping rights from the City of Alhambra again in 2020.

The District is delivering water to the City of Pasadena.

The General Manager responded to questions:

Director Eldridge asked if there was an agreement regarding the bypass water, when Delores Tunnel was put back in to use. The General Manager stated that he does not remember the exact agreement regarding the water coming down the wash and will have to research it.

Director Eldridge also asked about the significant amount of water coming out above Delores. The General Manager stated that water from Falls Tunnel is measured for spreading credit. Director Eldridge expressed an interest in seeing how all the water in that area is measured.

Director Griffith asked for information about the Mutual Assistance Event. The General Manager stated that through the Public Water Agencies Group, there is a mutual assistance agreement among 17 agencies throughout LA County. This month's event was planned for managers and operating personnel. The main purpose was to explain the program and give operators an opportunity to establish relationships. Both Juan Tello and Brian Fry attended the event.

Director Griffith asked for an update on board compensation and public records act items. The General Manager stated that he will be adding both of those items to future meetings.

The Chair asked if there was an actual result of 100 ppb of lead and was it attributed to a new faucet. He stated that all faucets in California are supposed to be lead free or extremely low level. The staff replied that the result was 100 ppb, and the owner of the house said that that the faucet was new, not an antique. The General Manager added that a repeat sample was taken at another tap in the house, and the result was "not detected." Lead is attributable to customer plumbing. There is no lead in the District's water sources.

6. DIRECTOR REPORTS AND/OR COMMENTS: Director Opel reported that he went online, ordered the Flume and received the Kinneloa discount. He received the kit and installed it. The Flume people were very nice. The software indicated that he had a slow leak, which was an outside faucet. He had very nice follow up from customer service, and he submitted the rebate request to FMWD. The Flume works and he recommends trying it.

Director Opel stated how honored he has been to serve with the Board. He also welcomed Dr. Moritz. He thanked the Board for the opportunity to work together. The Directors thanked him in return. The Chair expressed his appreciation of Director Opel's insight, financial acumen and sense of humor, and stated that he will be missed.

Director Eldridge asked if the Board Members who were up for election this year are now officially appointed in lieu of election. The Board Secretary stated that the appointment will occur at the next LA County Board of Supervisors meeting and then letters will be mailed to those Directors who were appointed.

The Chair presented a certificate of appreciation to Director Opel from the Kinneloa Irrigation District and asked him to assist with employee evaluations prior to his end of service. Director Opel agreed, and he expressed his appreciation of the staff in the office and the field. He added that even though the District is small, it is incredible that the Board and staff make it all work. The General Manager also expressed his thanks to Director Opel for his service, his sense of humor,

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
Tuesday, November 19, 2019
Minutes

and the challenges that were very productive, and he invited Director Opel to continue coming to future meetings.

Director Eldridge stated that his LTE endpoint has an app that enables him to monitor the water usage. It is not quite as detailed as the Flume, but it can be set to provide leak detection. He stated that the interface is not very user friendly. The General Manager agreed and concluded that the Flume type of device is truly real time with clear dashboards, whereas the LTE endpoint and app is about an hour or more behind, not real time, and more rudimentary.

7. CALENDAR: The next meetings will be December 17th and January 21st. The December meeting will include the public hearing regarding the proposed 2020 water rates. Items for the December or January meeting will be: 2020 projects list, Public Records Act, and draft Director Compensation Ordinance.

Director Eldridge stated that Terry McGough will be running the Community Services District (CSD). Linda Williams, who is stepping down from leadership, is in the process of trying to give an easement to the CSD. The survey revealed that the District has an easement in the area. At the CSD meeting [on November 19th], he will emphasize to the CSD that the District does have a blanket easement and not to cut the locks off the gates. He will give an update at the next Board meeting.

8. ADJOURNMENT: It was motioned/seconded/carried-(Eldridge/Kilburn-5/0/0/0):
“That the Board adjourns the meeting.”

The meeting was adjourned at 1:44 pm.

Reviewed and submitted by,



Bernadette C. Allen
Board Secretary