

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 24, 2024, 3:00 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, Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

DIRECTORS ABSENT: none

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt

PUBLIC PRESENT: none

1. CALL TO ORDER:

Chairman Brown 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. REVIEW OF MINUTES:

Director Opel motioned to approve the **August 27, 2024, Special Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

4. REVIEW OF MINUTES:

Subject to a noted revision in Item 12, Director Eldridge motioned to approve the **August 27, 2024, Regular Meeting** Minutes for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

5. REVIEW OF FINANCIAL REPORTS:

The General Manager presented draft August 2024 financial reports. No action was taken.

6. INFORMATION ITEMS:

a. The General Manager shared a water audit for the period of 7/25/24-8/22/24 indicating that 17.4% of water produced in that period was non-revenue generating while the calendar year to date loss is 15.41%.

b. The General Manager provided a Water Quality Testing Report for August 2024

- c. The GM provided the final Production and Sales Report for Water Year Ending June 2024. Director Johnson noted a revision to the text heading in Figure 1. The General Manager will correct the heading text and file the report as final.
- d. The GM noted that discussion with the Division of Drinking Water (DDW) continues regarding the Fluoride blending proposal.
- e. The GM noted that that GIS field collection effort is ongoing with District staff and that the Lead Service Line Inventory will be completed by the deadline of 10/16/24.
- f. The GM advised that the fall newsletter is complete and will be issued by the end of September. The GM will direct District staff to update the Newsletters archive on the District website.

7. AD HOC PERSONNEL COMMITTEE:

The Ad Hoc Personnel Committee has not met since the previous Board meeting. An updated organizational chart, approved compensation ranges and employee job descriptions will be presented to the Board at its October Regular meeting for review and adoption.

8. WATER SYSTEM EVALUATION AND CAPITAL IMPROVEMENT PLAN:

The General Manager presented the Final Version of the Water System Evaluation and Capital Improvement Plan (the "Plan") dated September 24, 2024. After reviewing the Plan and making an edit to clarify that the Brown-Glen Pipeline project will begin in calendar year 2025, subject to adoption of the proposed water rate adjustments for calendar years 2025-2029, Director Opel motioned to adopt the Plan and direct the General Manager to publish the Plan to the District website and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Opel / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

9. AD HOC FINANCE COMMITTEE REPORT:

Director Opel reported that the ad hoc committee (Directors Opel and Eldridge) met with the General Manager to review the Draft Water Rate Study and directed the GM to have several edits made for clarity and conciseness.

10. PROPOSED WATER RATES FOR CALENDAR YEARS 2025-2029:

The Water Rate Study prepared by Water Resources and Economics was reviewed and discussed. The General Manager was directed to add further clarifying language to Section 4.7. Subject to the addition of the clarifying language, Director Eldridge motioned to authorize a public hearing for November 19, 2024, on the proposed rate adjustments and to direct the General Manager to prepare the required public notification, and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

11. GENERAL MANAGER'S 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 August 2025 was reviewed.

12. CLOSED SESSION – ADVICE FROM LEGAL COUNSEL:

Chairman Brown opened the closed session at 4:45 pm.

13. CLOSED SESSION – CRITICAL INFRASTRUTURE SECURITY REVIEW:

The closed session was concluded at 5:05pm. Chairman Brown reported that no action was taken.

14. DIRECTOR REPORTS AND/OR COMMENTS:

Chairman Brown advised all Directors with outstanding training requirements to complete them before the next Board Meeting and advise the General Manager if they require assistance accessing the training system.

Director Johnson advise that he will be absent for the October 22, 2024, Meeting.

15. CALENDAR: Upcoming regular meetings: October 22, 2024; November 26, 2024; December 24, 2024.

16. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:10 P.M.

Prepared and submitted by,

Tom Majich, General Manager

Tom Majich