

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 16, 2023, 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): Gordon Johnson, Stephen Brown, Gerrie Kilburn, Timothy Eldridge

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Tom Majich; Board Clerk, Martin Aragon; Field Staff; Chris Burt & Michele Ferrell

PUBLIC PRESENT: Gail Egan of *Egan CPA's LP*

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, 2022 and 2021 AND INDEPENDENT AUDITOR'S REPORT:

Gail Egan of Egan CPA's LP presented their report.

Director Brown motioned to approve the audit report with noted revisions to the list of Director's as of year end 2022 and authorized the General Manager to sign the representation letter and direct the auditor to finalize the audit report and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay/0 Abstain/0 Absent)

4. REVIEW OF MINUTES:

Director Kilburn motioned to approve the **April 18, 2023**, Minutes for filing, subject to the noted correction of the regular June meeting date and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

5. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the March 2023 financial reports. Director Brown motioned to approve the March 2023 financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 4 Aye/0 Nay /0 Abstain/0 Absent)

The General Manager presented the April 2023 financial reports. Director Kilburn motioned to approve the April 2023 financial reports for filing and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown – 4 Aye/0 Nay /0 Abstain/0 Absent)

6. INFORMATION ITEMS:

The key dates for the Division 5 Board of Directors vacancy were noted. District customers in Division 5 have been notified of the vacancy via the most recent water bill. District staff will mail out a notice to all Division 5 customers.

The next customer newsletter will go out late June. The General Manager will write a section about our water supply sources. Director Brown will work with the General Manager and CV Strategies to develop the newsletter.

District Staff noted that both Android and iOS apps are available now for Subeca and that enough District customers are receiving data from their Subeca devices for real time monitoring to be useful. District Staff will work on a district wide roll out plan and report on next steps at the next Board meeting.

The customer associated with the 1850 Kinneloa Canyon Road project has signed the agreement and provided the professional services deposit. The General Manager will advertise the project for bid and advise the board on the overall project schedule at the next Board meeting.

The General Manager presented a 2023 budget forecast based on actual revenues and expenses to date and including additional projects that will be completed this calendar year.

7. AD HOC PERSONNEL COMMITTEE REPORT:

- a. The General Manager is having the updates to the Employee Policy and Procedures Manual reviewed by JPIA prior to distributing to the Board for review and approval.
- b. The General Manager advised the Board that the new District office hours are Monday through Thursday from 8am-5pm. The office will be closed alternating Friday's beginning June 9th. On Friday's that the office is open, the hours are 8am-5pm. District Staff will place a notice on the office message board, the District website and include in the upcoming billing as a special message notifying all customers of the new office hours.

8. AD HOC FINANCE COMMITTEE REPORT:

The Ad Hoc Finance Committee has not met since the last Board meeting and has nothing to report.

9. GENERAL MANAGER'S REPORT:

The General Manager presented the monthly report on District activities and water supply and production.

10. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2023:

The General Manager will add this item to the Board Agenda quarterly going forward to provide an opportunity to discuss Director satisfaction on Staff efforts to meeting the goals and objectives.

11. DIRECTOR REPORTS AND/OR COMMENTS:

Director Johnson attended the most recent board meeting of the Foothill Municipal Water District and reported on a Metropolitan Water District presentation given at the meeting.

12. CALENDAR: Upcoming regular meetings: June 20, 2023 July 18, 2023 August 15, 2023

13. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 5:20 P.M.

Prepared and submitted by,

Martin Aragon

Martin Aragon
Office Manager/Board Clerk

DRAFT