

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, October 16, 2018**  
**3:00 p.m.**  
**Minutes**

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Melvin Matthews, General Manager/Acting Board Secretary; Donna Eggehorn, Administrative Assistant; Chris Burt, Sr. Facilities Operator

**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. ACWA JPIA PRESENTATION:** Andy Sells, Chief Executive Officer of ACWA JPIA gave a presentation on the insurance programs offered for Kinneloa Irrigation District.

**4. REVIEW OF MINUTES:** The minutes of September 18, 2018 were reviewed. Director Opel requested to **remove the comma after Chair Frank Griffith** under Item #1. Call to Order and change **“and were shown to be reasonable in comparison”** to **“appeared comparable”** in Item #7 2019 Budget.

Motioned/seconded Opel/Griffith and approved by a vote of 5-0  
Ayes-Eldridge, Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0

**5. REVIEW OF FINANCIAL REPORTS:** Director Opel reviewed the financial reports for September 30, 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.

Motioned/seconded Eldridge/Kilburn and approved by a vote of 5-0  
Ayes-Eldridge, Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0

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

**Accounting** - Continued training for staff on Sage accounting system

**KID Rules and Regulations** - Continued project to revise and update this document

**Emergency Preparedness** - Participated in the training provided by Public Water Agency Group (PWAG) Emergency Preparedness Group on the Incident Command System (ICS), Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS)

**Computer/Software Maintenance** - Continued to provide IT support including security/software updates, backups and maintenance

**California Special District Conference (CSDA)** – Attended several sessions at the conference to enhance leadership and practices

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**Automated Meter Reading** – Met with representatives from Badger Meter to discuss the path forward regarding new technologies to collect data and the planned discontinuance of current products

**ACWA JPIA** – Received a 9% rate decrease for its members by the Liability Committee and the Executive Committee

**List of Assembly Bills** – Legislative report lists bills of interest passed or vetoed in favor of water agencies

**7. PERSONNEL COMMITTEE:** Director Johnson distributed a draft of the Annual Performance Review for General Manager to the Board for review. Director Opel requested to use a checkmark under “Meets Expectations” on page 2, change the bullets to numbers, and move #4 bullet to #1 position.

Motioned/Seconded Kilburn/Opel and approved by a vote of 5-0  
Ayes-Eldridge, Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0

**8. CAPACITY CHARGE AND DEVELOPMENT FEES:** The General Manager reviewed his memo to the Board regarding possible changes to the District’s **Rules and Regulations** and/or rates and charges for new connections on parcels that have not previously had water service from the District. Discussion ensued on procedures to charge included: determine benefit to customer, sub-divided parcels, list conditions that are provided, development fees, dividing costs between customers as well as including auxiliary dwelling units on parcels. The General Manager will ask our attorney to review current regulations on establishing these charges and fees and request that he attend the next meeting for a continued discussion on this item.

**9. DIRECTOR REPORTS AND/OR COMMENTS:** The Board discussed meeting procedures for the upcoming Public Hearing. The General Manager will present the recommended project list for 2019 at a future meeting.

**10. CALENDAR:** The next regular meeting will be at 3:00 p.m. on Tuesday, November 20, 2018.

**11. ADJOURNMENT:** The meeting was adjourned at 5:00 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:

*Melvin L. Matthews*

Acting Secretary to the Board