

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, December 18, 2018
3:00 p.m.
Minutes

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

DIRECTORS ABSENT: Gordon Johnson

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 3:02 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

2. PUBLIC COMMENT: Present were Linda Szerdahelyi-resident, Karl Bowman-resident, Don Murphy-resident. No one requested to speak at this time.

3. PUBLIC HEARING REGARDING PROPOSED 2019 WATER RATES: The Chair opened the hearing at 3:04 p.m. No members of the public wished to speak. The General Manager stated that a notice regarding the meeting and proposed rates was sent to all customers and owners as required by Proposition 218. No letters and no phone calls were received. The Chair closed the hearing at 3:05 p.m.

4. WATER RATES – RESOLUTION 2018-12-18: The Chair opened the discussion. No additional questions nor remarks were made. The Chair called for a motion from the Board regarding the adoption of the 2019 water rates and approval of Resolution 2018-12-18. Water rate increases: Water Usage (commodity) charge from \$4.30 to \$4.43 per unit and Daily Service charge from \$2.14 to \$2.20.

Motioned/seconded/carried-(Opel/Eldridge) approved by a vote of 4/0/0/1
(Aye-Eldridge, Griffith, Kilburn, Opel/Nay-0/Abstain-0/Absent-Johnson)

5. REVIEW OF MINUTES: The minutes of November 20, 2018 were reviewed.
Motioned/seconded/carried-(Kilburn/Eldridge) and approved by a vote of 3/0/1/1
Ayes-Eldridge, Griffith, Kilburn/Noes-0/Abstain-Opel/Absent-Johnson

6. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Opel reviewed the financial reports for November 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/carried-(Eldridge/Kilburn) and approved by a vote of 4/0/0/1
Ayes-Eldridge, Griffith, Kilburn, Opel/Noes-0/Abstain-0/Absent-Johnson

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

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

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Public Water Agency Group (PWAG) – General Manager Matthews is on the team preparing for the formalization of the structure of PWAG as a mutual-benefit non-profit corporation.

Automated Meter Reading – Continued with the analysis of the best path forward using new technologies to collect data now that Badger has officially announced the discontinuance of current Badger meter endpoint which is used by the KID to collect water meter readings.

Annual Report – General Manager Matthews completed the report which will be presented at a future meeting.

8. POSITIONING OF A DISASTER PREPAREDNESS CONTAINER ON DISTRICT PROPERTY: Don Murphy, President of the Kinneloa Canyon Association presented an update and a detailed plan on the positioning of a disaster preparedness container at the Eucalyptus Reservoir. Discussion ensued with the Board, General Manager Matthews and Don Murphy on the contents and aesthetics of the container. The Board expressed general approval of the project and directed the Kinneloa Canyon Association to prepare a draft agreement listing details of the contents, the responsibilities of the association, landscaping etc. and to present the draft agreement at a future Board meeting.

9. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS: The General Manager presented a revised list of projects on the planning horizon and completed projects. The Board discussed several projects including maintenance of the facility driveway. Director Opel had questions regarding the fire flow testing of each hydrant and Director Griffith read the minutes from May 15, 2018 regarding the issue “That the Board directs the General Manager to report back on potential value and alternate costs regarding fire flow tests after a period of time with recommendations by the end of the calendar year”. The General Manager stated that he will prepare a memo listing all data on Fire Flow content and present it to the Board at the next meeting. The Board also requested a review of employee retirement benefits to be presented at the next Board meeting.

10. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2019:

Nominations for the office of Chair for the year 2019 were opened.

Motioned/seconded/carried-(Kilburn/Eldridge) and approved by a vote of 4/0/0/1

“That Director Johnson serve as Chair for the year 2019.”

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

Nominations for the office of Secretary for the year 2019 were opened.

Motioned/seconded/carried-(Opel/Kilburn) and approved by a vote of 4/0/0/1

“That Director Eldridge serve as Secretary for the year 2019.”

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

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Nominations for the office Treasurer for the year 2019 were opened.
Motioned/seconded/carried-(Eldridge/Kilburn) and approved by a vote of 3/0/1/1
“That Director Opel serve as Treasurer for the year 2019.”
(Aye-Eldridge, Griffith, Kilburn, Opel/Nay-0/Abstain-0/Absent-Johnson)

Directors Eldridge, Kilburn, and Opel thanked Chair Griffith for his one-year tenure as Chair.

11. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn asked if the County of Los Angeles catch basin had released water after a recent rainstorm. Sr. Facility Operator Chris Burt said the storm was not strong enough and most of the water most likely soaked into the ground.

12. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, January 15, 2019.

10. ADJOURNMENT: The meeting was adjourned at 4:13 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:

Acting Secretary to the Board