

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, October 18, 2022, 3:00 P.M.  
**MINUTES**

**Meeting conducted by teleconference under the provisions of Executive Order N-29-20.**

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. 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, Gerrie Kilburn & David Moritz

**DIRECTORS ABSENT:** Tom Majich

**STAFF PRESENT:** (In-Person): General Office Manager, Martin Aragon; Field Staff; Chris Burt & Michele Ferrell

**PUBLIC PRESENT:** None

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 pm and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. TELECONFERENCING OF BOARD MEETING:**

Martin Aragon presented the Resolution 2022-11-15 to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022.

**3. PUBLIC COMMENT:** None

**4. REVIEW OF MINUTES:**

The **September 20, 2022**, Regular Meeting Minutes will be resubmitted for review at the next Regular Meeting on 11/15/22.

Director Brown motioned to approve the **September 29, 2022**, Special Meeting Minutes for filing with revisions and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

Director Moritz reviewed the September 2022 financial reports.

Director Brown motioned to approve the financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

**6. OPTIONS FOR PERFORMANCE OF GENERAL MANAGER FUNCTIONS:**

Chairman Johnson introduced a proposal by staff to function as General Manager by committee. Chairman Johnson was not in favor of the proposal since it may require more time to make decisions and would not be efficient. Director Brown commended the team approach but preferred the single point of accountability.

Chairman Johnson presented a second proposal made by Lisa Yamashita – Lopez, who currently serves as the GM for Rubio Canon Land & Water Association. Ms. Yamashita – Lopez offered to fill the role of General Manager for the District on a part-time basis. Chairman Johnson explained that the timing for a part-time GM was not appropriate for the District's current needs. The District needs a full-time GM who can focus on potential water supply issues, updating the Master Plan, and address infrastructure integrity.

**7. TRANSITION COMMITTEE REPORTS AND DISCUSSION:**

A. GM Recruitment Status

Several applications have been submitted and the deadline is 11/4/2022.

B. Acknowledgment of Staff Efforts During Transition Period

Chairman Johnson commended the District staff for their efforts during the recruitment of a new General Manager and recommended an interim bonus at the first pay period in December.

Director Brown suggested a formula for calculating the interim bonus amount by taking 5% of the current monthly salary and multiply that amount by the number of months the GM position was vacant (4).

Director Kilburn recommended that the discussion be postponed until Director Majich was present. A Special Meeting will be held on 11/1/2022 to decide upon the compensation to be distributed among staff during the transition process.

**8. INFORMATION ITEMS:**

A. ENGINEERING SOLUTIONS SERVICES

Sudi Shoja indicated they are working on the draft application that will be submitted later in the week.

B. FLUORIDE VARIANCE

A meeting with the Department of Drinking Water has been requested and we are now waiting for a date to be agreed upon.

**9. PROJECT UPDATES:**

**A. ADVANCED METER INFRASTRUCTURE (AMI) PROJECTS**

Subeca is currently in the field updating the firmware of all the devices, which will improve device communication to the office indicating a failure in the pin or meter.

**B. BROWN / GLEN PIPELINE**

We are waiting for a response to the waiver request submitted to the Health Department regarding the proximity of the excavation to an existing sewer line.

**C. CUSTOMER OUTREACH – FALL NEWSLETTER**

The newsletter is being finalized for approval and delivery. Director Brown recommended that staff follow up with CV Strategies and plan for an Oct. 20, 2022, delivery date.

**D. PWAG ACTIVITIES**

Staff is currently in the process of preparing the Hazard Mitigation information to be discussed with PWAG representative Alix Stayton for potential grant funding.

**E. OSHA HEARING**

The hearing decision was positively influenced by the District's excellent history for safety and compliance, which resulted in a reduction of the citation penalty.

**10. DIRECTOR REQUESTS, REPORTS OR COMMENTS:**

Chairman Johnson recently attended the Foothill Municipal Water District meeting and learned that Melvin Matthews was appointed representative for our area.

**11. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 4:25 PM.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

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