

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, July 18, 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, Gerrie Kilburn, Stephen Brown

**DIRECTORS ABSENT:** Timothy Eldridge

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

**PUBLIC PRESENT:** NONE

**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. ELECTION OF KINNELOA IRRIGATION DISTRICT TREASURER FOR YEAR 2023:**

Director Kilburn nominated *Timothy Eldridge for Treasurer for 2023* and was seconded by Director Brown. Chairman Johnson conducted a roll call vote. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 3 Aye/0 Nay /0 Abstain/1 Absent)

**4. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **June 20, 2023** Minutes for filing, subject to correction of the typo in Item 8, and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 3 Aye/0 Nay/0 Abstain/1 Absent)

**5. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the June 2023 financial reports. Director Brown motioned to approve the June 2023 financial reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn – 3 Aye/0 Nay /0 Abstain/1 Absent)

## **6. INFORMATION ITEMS:**

The General Manager shared a memo prepared with key dates regarding the upcoming election on 11/7/23 for Divisions 1, 4 and 5.

The next customer newsletter is in the final draft stage and is expected to go out by the end of July.

District Staff noted that the Subeca customer dashboard is still not fully functional and does not recommend rolling out to all customers at this time until alert issues are resolved.

The General Manager has submitted the District's proposed plan to the State of California Division of Drinking Water for system modifications to be put in place before the District's Fluoride Variance expires in December 2023.

The bids for the 1850 Kinneloa Canyon Road project have been received. The customer has been invoiced for their share of the project cost. Once customer funds are received a recommendation for award will be presented to the Board for approval.

The General Manager prepared a memo regarding rate setting history and structure for consideration when reviewing the forthcoming budget and 2024 rate adjustment proposal.

The General Manager noted that a recent new water service application has been received for an Accessory Dwelling Unit (ADU) project. A fact sheet from Los Angeles County updated in April 2023 was shared with new regulations indicating that the previous prohibition on ADU's in the District due to it being in a "Very High Fire Hazard Severity Zone" has been modified with certain exceptions that may allow ADU development in the District.

There is a vacancy for the Independent Special Districts alternate member seat on the Local Agency Formation Commission for the County of Los Angeles (LAFCO). Nominations must be received by 5:00pm on August 25, 2023. To be eligible, the nominee must be an elected official or appointed to the board of an independent special district for a fixed term. The nomination will be included on the Board agenda for the August 2023 meeting.

## **7. AD HOC PERSONNEL COMMITTEE REPORT:**

The Ad Hoc Personnel Committee plans to meet with the General Manager one additional time to review the final recommended changes to the Employee Policies and Procedures manual.

## **8. AD HOC FINANCE COMMITTEE REPORT:**

The Ad Hoc Finance Committee has not needed to formally meet this year. At the General Manager's Request a new Ad Hoc "2024 Budget and Rate Study" Committee was established, Directors Brown and Eldridge volunteered to serve on this Committee.

## **9. GENERAL MANAGER'S REPORT:**

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending June 2023 was provided. An estimate of water supply and demand for the forthcoming water year was provided, it was recommended by District Staff to not pursue lease rights for additional pumping for the 2023-2024 water year.

**10. DIRECTOR REPORTS AND/OR COMMENTS:**

NONE

**11. CALENDAR:** Upcoming regular meetings: Aug. 15, 2023; Sept. 19, 2023; Oct. 17, 2023

**12. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 4:30 P.M.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**