

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 22, 2024, 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: Stephen Brown, William Opel, John Feliton

Via Teleconference: Timothy Eldridge

DIRECTORS ABSENT: Gordon Johnson

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt

PUBLIC PRESENT: none

1. **CALL TO ORDER:**

Chairman Brown 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.

Due to illness, Director Eldridge participated via teleconference through audio and visual technology from his home within District boundaries. Director Eldridge stated that no other person was in the room with him during the meeting.

2. **PUBLIC COMMENT:**

none

3. **REVIEW OF MINUTES:**

Subject to noted revisions to items 1, 6d, 8, 12 and 13, Director Brown motioned to approve the **September 22, 2024, Regular Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Brown / Feliton – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

4. **REVIEW OF FINANCIAL REPORTS – AUGUST 2024:**

The General Manager presented the August 2024 financial reports. Director Brown motioned to approve the reports for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Brown / Opel – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

5. **REVIEW OF FINANCIAL REPORTS – SEPTEMBER 2024:**

The General Manager presented the September 2024 financial reports. Director Opel motioned to approve the reports for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

6. INFORMATION ITEMS:

- a. The General Manager shared a water audit for the period of 8/23/24-9/28/24 indicating that 11.0% of water produced in that period was non-revenue generating while the calendar year to date loss is 14.57%.
- b. The General Manager provided a Water Quality Testing Report for September 2024
- c. The GM noted that discussion with the Division of Drinking Water (DDW) continues regarding the Fluoride blending proposal.
- d. The GM noted that that GIS field collection effort is nearing completion and that the Lead Service Line Inventory was submitted to DDW as required on 10/16/2024.
- e. The GM noted that the winter newsletter will be issued in mid-December and topics for inclusion will be discussed at the November meeting.
- f. The GM noted that various protests have been received regarding the proposed water rate adjustments and that District staff is working on a “Frequently Asked Questions” document that will be posted to the District website for customer information.

7. REVISIONS TO DISTRICT RULES AND REGULATIONS:

The Board discussed various revisions to the current version of the District Rules and Regulations proposed by the GM. The GM will prepare a redline version of the complete proposed revisions for review and approval at the November meeting. No action was taken.

8. REVISIONS TO DELEGATION OF AUTHORITY, ORGANIZATIONAL CHART AND APPROVED COMPENSATION RANGES:

The GM presented proposed revisions to the “Responsibilities and Delegation of Authority” document dated October 22, 2024 that includes a revised organizational chart and job titles. The GM also presented Proposed Compensation Ranges for 7/1/2024 through 6/30/2025. Subject to various noted revisions, Director Feliton motioned to approve adoption of the revised documents and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Feliton / Brown – 4 Aye / 0 Nay / 0 Abstain/1 Absent)

9. AD HOC PERSONNEL COMMITTEE REPORT:

Director Brown reported that the Ad Hoc Personnel Committee has not met since the last meeting.

10. AD HOC FINANCE COMMITTEE REPORT:

Director Opel reported that the ad hoc committee (Directors Opel and Eldridge) met with the General Manager to review an updated 2024 budget forecast based on actual revenue and expenses through September. Based on supply chain delays for materials the GM proposed that \$75,000 budgeted for line item 1504 “Water Mains/Valves” be reallocated to line item 1522 “Booster Pumps” for calendar year 2024. Director Opel motioned to approve the budget reallocation and was seconded by Director Feliton. It was

motioned/seconded/carried unanimously – (Opel / Feliton – 4 Aye / 0 Nay /0 Abstain/1 Absent)

11. GENERAL MANAGER’S REPORT:

The General Manager presented the monthly report on District activities, water supply and production. A year-to-date summary of the Watermaster Year ending September 2025 was reviewed.

12. UPCOMING MEETINGS:

Director Feliton motioned to adjourn the Regular meetings scheduled for November 26, 2024 and December 24, 2024 and schedule Special Meetings for November 19, 2024 and December 17, 2024, and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Feliton / Brown – 4 Aye / 0 Nay /0 Abstain/1 Absent)

13. DIRECTOR REPORTS AND/OR COMMENTS:

None

14. CALENDAR:

Upcoming Meetings: November 19, 2024; December 17, 2024; January 28, 2025.

15. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:10 P.M.

Prepared and submitted by,

Tom Majich, General Manager