

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, February 21, 2023, 2:00 P.M.

## MINUTES

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

The meeting was conducted in the District Board Room and by teleconference pursuant to the Brown Act Waivers provided for under the Governor's Executive Orders in response to COVID-19 State of Emergency. 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, Gerrie Kilburn, David Moritz  
(Virtual): G. Johnson

**DIRECTORS ABSENT:** NONE

**STAFF PRESENT:** (In-Person): Board Clerk, Martin Aragon; Field Staff: Chris Burt and Michele Ferrell

**PUBLIC PRESENT:** (Virtual): Subeca Representatives: John Soulliere and Lenny Sczechowicz

### **1. CALL TO ORDER:**

Director Brown called the meeting to order at 2:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

### **2. TELECONFERENCING OF BOARD MEETING:**

Director Kilburn motioned to adopt Resolution 2023-2-21 and was seconded by Director Moritz. It was motioned/seconded/carried – (Kilburn / Moritz – 3 Aye/0 Nay /Johnson -1 Abstain)

### **3. PUBLIC COMMENT: NONE**

### **4. MEETING WITH SUBECA REPRESENTATIVES:**

The installation of the Subeca Pins and Links has been completed. A closing discussion was scheduled to confirm cost and services moving forward.

The overall cost was \$235,000.00 and exceeded the authorized amount of 194,370.00. The difference in cost was due to the sales tax amount of \$20,000.00 and \$24,000.00 for the installation performed by Subeca representatives.

The annual Engage Platform fee was waived for 2023. The annual Engage Platform fee is calculated at \$8.40 per account. We currently have 589 accounts.

The Android and Apple Subeca application is estimated to be available by 3/3/2023 and 4/7/2023 respectively.

Subeca explained to the Board that if a device should fail, the devices will be replaced according to the warranty table. For example, for the first 10 years defective or broken devices will be replaced 100%.

If there are updates to the firmware, Subeca representatives will visit the District to complete the update. If a software update is available, this will happen through the cloud.

There is no separate cost for the Gateway or antenna maintenance.  
There is no inflator built into the Engage platform and networking cost.

Included in the purchase of the Subeca product there are four hours of staff training available.

Subeca assured the Board a representative will finalize the wiring installation of the Gateways, provide electrical wiring diagrams, and provide extra pins and links.

**5. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **January 12, 2023**, Special Meeting Minutes for filing and was seconded by Director Moritz. It was motioned/seconded/carried unanimously – (Kilburn / Moritz – 4 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **January 17, 2023**, Regular Meeting Minutes for filing and was seconded by Director Moritz. It was motioned/seconded/carried unanimously – (Kilburn / Moritz – 4 Aye/ 0 Nay /0 Abstain)

Director Moritz motioned to approve the **January 24, 2023**, Special Meeting Minutes for filing with edits and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Moritz / Kilburn – 4 Aye/ 0 Nay /0 Abstain)

**6. REVIEW OF FINANCIAL REPORTS:**

The Board deferred review of the year end 2022, December 2022 and January 2023 financial reports until the new General Manager was in place.

**7. INFORMATION ITEMS:**

- a. The Board announced the start date for the new General Manager will be 2/27/2023.
- b. The announcement of the Division 4 Board vacancy has been mailed, posted, and placed on the website.
- c. District employee of 37 years, Brian Fry announced his retirement from the District.
- d. The winter newsletter is scheduled to be sent to our customers at the end of February.

**8. PROJECT UPDATES:**

- a. Staff will continue to develop a schematic of the system illustrating the flow of tunnel water into the tanks. The schematic will be included when the meeting with the outside consultant is scheduled.
- b. The grant application was submitted to Engineering Solution Services and Tom Majich will follow up with Sudi Shoja in the week of 2/27/2023.
- c. Next step in the PWAG grant application process is to schedule a meeting with Carolyn Harshman of Emergency Planning Consultants.

- d. The Vosburg reservoir rehabilitation project will be delayed until the new General Manager starts.
- e. The removal and repair of the #3 booster pump at Eucalyptus pump station will cost \$63,000.00. The booster pump is currently reserved for emergency backup and has not been pulled for maintenance since 2003. The pump provides water to the west side of the District and delivers some water to east tank.
- f. The 2147 Villa Heights Rd. Erosion Mitigation Project has been delayed by two months at the request of the property owner. Based upon a recent quote, we anticipate a cost of approximately \$19,000.00.
- g. 1850 Kinneloa Canyon Rd. Extension Project:  
The applicant was sent the cost sharing contract for review and comment. When Civiltec delivers the updated plans to the District, they will be reviewed and sent to the applicant. No agreement will be signed until all necessary approvals, including the fire department have been secured.
- h. Wilcox Reservoir driveway was damaged by the rain and has been repaired.

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

Chairman Johnson noted that since a new General Manager has been retained the AD Hoc GM Recruitment Committee is dissolved.

Chairman Johnson requested that an open discussion for the 2023 Kinneloa Irrigation District Goals and Objectives be placed on the 3/21/2023 agenda.

Director Brown requested that an item be added to the agenda for the Ad Hoc Personnel Committee to provide a report to the Board and subsequently dissolving the committee.

**10. ADOURNMENT:**

**Director Brown adjourned the meeting at 4:10 P.M.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

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In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the agenda packet is available for public review at the District office or online at the District's website <https://kinneloairrigationdistrict.info>.

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