

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 28, 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, Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

DIRECTORS ABSENT: none

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

PUBLIC PRESENT: Frank Griffith, Ara Tchaghllassian, Bedros Darkjian, Hovig Behesnilian

1. CALL TO ORDER:

Chairman Brown called the meeting to order at 3:17 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT:

Mr. Ara Tchaghllassian, property Owner at 1850 Kinneloa Canyon Road, spoke about his plans to construct a home on the property which require upgrades to the water main and installation of a new fire hydrant to meet the requirements of the Los Angeles County Fire Department to permit the new construction. The District and Mr. Tchaghllassian have a cost sharing agreement currently in place for the proposed water main upgrade project to accommodate the construction of the home; however, the cost is far greater than previously anticipated. Mr. Tchaghllassian will propose modifications to the cost sharing agreement to the General Manager who will present for Board action at a future meeting.

3. OATH OF OFFICE – Division 1, John Feliton:

Director John Feliton affirmed the Oath of Office, administered by Chairman Brown as the appointing officer.

4. REVIEW OF MINUTES:

Director Opel motioned to approve the **April 23, 2024 Special Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Opel / Feliton – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

5. REVIEW OF MINUTES:

Director Johnson motioned to approve the **April 23, 2024 Regular Meeting** Minutes for filing with a noted correction on item #6 and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Johnson/Eldridge – 5 Aye / 0 Nay /0 Abstain/0 Absent)

6. REVIEW OF FINANCIAL REPORTS – March 2024:

The General Manager presented the March 2024 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge/Opel – 5 Aye / 0 Nay /0 Abstain/0 Absent)

7. REVIEW OF FINANCIAL REPORTS – April 2024:

The General Manager presented the April 2024 financial reports. Director Opel motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Opel/Johnson – 5 Aye / 0 Nay /0 Abstain/0 Absent)

8. INFORMATION ITEMS:

- a. The General Manager shared a water audit for the period of 2/27/24 - 3/26/24 indicating that 24.4% of water produced in that period was non-revenue generating.
- b. The General Manager provided a Water Quality Testing Report for April 2024
- c. The GM prepared a memo noting current Board Member term of office expiration dates and future election dates.
- d. The GM noted that the Division of Drinking Water (DDW) is still reviewing the revised Fluoride Blending Treatment proposal.
- h. The GM reported that as of 5/24/24 over fifty new meters were replaced in the District to replace meters that were 35 – 40 years old.

9. AD HOC PERSONNEL COMMITTEE:

The GM requested that Board establish an Ad Hoc Personnel committee to review employee job descriptions, pay scales and a proposed staffing plan for the upcoming five (5) year timeline of the rate study. It was motioned by Director Opel that Directors Feliton and Brown serve on this ad hoc committee and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Opel/Eldridge – 5 Aye / 0 Nay /0 Abstain/0 Absent)

10. AD HOC MASTER PLAN COMMITTEE REPORT:

The GM reviewed a draft of the proposed Ten-Year Capital Expenditure Plan project list with the Board and answered various questions about priority of the projects and capacity to execute. The GM will further develop the list for future formal adoption by the Board.

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 June 2024 was reviewed.

12. DIRECTOR REPORTS AND/OR COMMENTS:

None

13. CALENDAR: Upcoming regular meetings: June 25, 2024; July 23, 2024; August 27, 2024

14. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:23 P.M.

Prepared and submitted by,

Tom Majich, General Manager