

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 19, 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, Tom Majich & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon; Administrative Assistant, Melanie Timoteo; Facilities Operators, Michele Ferrell, and Chris Burt.

PUBLIC PRESENT: (In-Person): Andrew D. Turner of Lagerlof LLP
(Zoom): Sudi Shoja of Engineering Solutions Services (ESS)

1. **CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:06 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. **TELECONFERENCING OF BOARD MEETING:**

The GM presented the Resolution 2022-07-19 to re-establish the conditions required for conducting meetings based upon the Resolution introduced on January 18, 2022.

Director Kilburn motioned to adopt **Resolution 2022-07-19** and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn/Brown – 5 Aye/0 Nay/0 Abstain)

3. **PUBLIC COMMENT:** None

4. **REVIEW OF MINUTES**

Director Kilburn motioned to approve the **June 17, 2022** Minutes for filing and was seconded by Director Moritz.

It was motioned/seconded/carried unanimously – (Kilburn/Moritz – 5 Aye/0 Nay/0 Abstain)

Director Brown motioned to approve the **June 30, 2022** Minutes for filing 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 **June 30, 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. **INFORMATION ITEMS:**

The General Manager presented his report.

The installation of the Subeca devices is expected to be complete by August.

Terry Kerger of Civiltec is preparing the final draft design for the Brown-Glen Pipeline Improvement Project. The bid date for the project is undetermined.

Sudi Shoja of Engineering Solutions Services explained the approach to helping businesses identify and secure grants. Mel Matthews, Director Majich and Sudi Shoja agreed to meet again on a conference call.

7. TRANSITION ISSUES:

Melvin Matthews recommended that the Board consider contracting with an I.T. firm. The GM was authorized to establish an agreement with an I.T. firm.

8. COMMITTEE FORMATION:

Business Oversight Committee (Director's Kilburn & Moritz) - Define scope of committee and projected sunset date. A report was requested to be presented August 2nd, 2022.

GM Recruitment Committee (Director's Brown & Johnson) – Will meet regularly with Melvin Matthews to discuss water related issues.

Director Majich volunteered to support Advanced Metering Infrastructure Project.

9. PROJECT UPDATES:

The focus of Fall newsletter will be the AMI project.

Director Majich will be provided with information for navigating the Subeca interface.

Chris Burt will follow up with Civiltec next week for an update on the project design. After which, Chris Burt offered to contact Director Majich.

Chris explained the System Map Project was delayed because SA Associates had other deadlines that took precedence over the Kinneloa Irrigation District.

10. DIRECTOR REQUESTS, REPORTS OR COMMENTS:

Director Johnson observed that the Rubio Canyon Water District website provides its customers with an area to report water wasters.

Director Brown announced on behalf of Board their appreciation for all the work the staff performs each day.

11. ADJOURNMENT:

Chairman Johnson adjourned the meeting at 4:32 P.M.

Prepared and submitted by,

Martin Aragon

**Martin Aragon
Office Manager/Board Clerk**

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