

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 21, 2020, 3:00 pm
Minutes

DIRECTORS PRESENT: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn, and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen, Sr. Facilities Operator Chris Burt

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: Tom Conant of Mission Paving was present. He thanked the Board for welcoming him to the meeting.

3. REVIEW OF MINUTES:

Director Griffith asked the following questions regarding:

Item 3, Public Hearing... How was the notice sent to all customers? The Office Manager replied that it was sent by regular mail.

Item 6, Review of Financial Reports... Does the Board get a copy of the compensation survey? The General Manager said that the surveys are available for the Board's use and inspection. They were not distributed.

Item 8d. Public Records... What was the name of the attorney who sent the email? The General Manager replied that the attorney's name is Jim Ciampa, as shown on the email in the agenda packet.

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

“That the Board approves the December 17, 2019, minutes as presented for filing and posting on the website.”

(Aye-Eldridge, Griffith, Johnson, Kilburn, Moritz/Nay-0/Abstain-0/Absent-0)

4. REVIEW OF FINANCIAL REPORTS: The Director/Treasurer Moritz reviewed the December 31, 2019, financial reports. On the Income Statement, he highlighted that the water sales revenue was down, but wholesale water sales was up. He asked if the decrease in expense account 5005 electricity was related to pumping. The General Manager replied that without billing discrepancies, the electricity expense does track with the amount of pumping. High water sales involve more pumping, and the District pumped a fair amount of wholesale water. Director Moritz asked if expense account 5034 equipment maintenance was zero or not billed in the month. The General Manager said that we did not have any equipment maintenance in December, and the year to date column gives a 12-month picture. Director Moritz asked if the other expenditure account 1509 Wilcox Well/Wilcox Booster was money not spent. The General Manager stated that it was a budgeted project that was deferred. On the Balance Sheet, Director Moritz asked if account 1014 Reserve Fund-CalTRUST is an investment fund. The General Manager replied that it is an investment fund. The District's reserve funds are invested in CalTRUST and California's Local Agency Investment Fund (LAIF). On the Cash Flow Statement, the General Manager highlighted

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that there was an increase in cash this year in the amount of \$137,000, which is money that is available for projects. On the Net Income Statement comparing 2019 to 2018, Director Moritz asked about the drop in net income. The General Manager stated that in the comparison, the revenue is relatively close between the two years. On the expense side, the main difference was an adjustment in line 6025 PERS- KID to reflect PERS liability. Some expenses were also higher in 2019, such as line 5030 Maintenance/Repair Contractors. There were a fair number of leaks this year which resulted in higher expenses. The General Manager concluded with the statement that the year started off with the first six months in the hole, but water sales picked up over the summer, and the year finished well with water sales close to budget.

It was motioned/seconded/carried unanimously-(Griffith/Kilburn-5/0/0/0):

“That the Board approves the financial reports as presented for filing.”

5. GENERAL MANAGER’S REPORT: The General Manager and the Board reviewed the report.

I.B. Aged Receivables: Director Moritz asked how accounts 90 days or greater are handled. The General Manager stated that an account is not late unless the second month’s bill goes by unpaid. On the 21st of the month, which is approximately 45 days from the billing date, a late charge is applied, and a late notice is mailed out. Next the customer receives a door hanger, which notifies them that the account is past due and scheduled for shut off. A customer is rarely shut off.

I.C. Website Usage and Online Payments: Director Eldridge asked how customers can sign up for automatic payments. The General Manager replied that there is a form that is filled out and signed. The form is provided to all new customers, mailed or emailed upon request and is available on the website.

II.C. Advanced Meter Analytics: The General Manager stated that 7 of the 12 LTE endpoints are reporting data through the mobile network. Five are troublesome and he will be meeting with technical staff in the coming month to analyze the situation. The purpose of the test is to determine, long term, whether the District wants to move to this type of data collection as opposed to the current radio drive by method.

II.D. Activities/Meetings...: Director Griffith asked for more information about the PWAG organizing meeting. The General Manager stated that the Public Water Agencies Group (PWAG) has been around for 50 years as an unincorporated association. It was incorporated and he was elected as Treasurer. Director Griffith congratulated the General Manager on his election.

IV. Water Supply Summary...: The District will be leasing another 207 acre feet (AF) from the City of Alhambra, which will be in addition to the 88 AF, and will be reflected in the chart when the lease is completed. Director Griffith asked what the cost will be to the District. The General Manager replied that the cost is 63,500 for 207 AF, assuming the price remains the same this year, and it is in the budget.

Director Kilburn asked if the staff will be sending out to customers a summary of their bill and water quality reports, as has been done in the past. The General Manager stated that the report on annual water usage will be provided soon, and the Consumer Confidence Report is sent in June.

Attachment A, Water Samples...: Director Griffith asked about the positive coliform result. The General Manager stated that it was from one location, and it was retested. It had to do with sampling technique and there was nothing wrong with the water. Director Kilburn asked if state law requires sending customers the water quality report. The General Manager said that yes, state law requires the water quality report which is called the Consumer Confidence Report. Director

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Griffith asked, at what point does the District have to send out notices regarding the fluoride level. The General Manager stated that if any of the samples are above 2 parts per million, the District must notify customers who are in that distribution zone. Notification is by mail.

6. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS:

The General Manager and the Board reviewed the memo and projects list. The General Manager stated that four projects: House Tunnel replace damaged line, West Tank install solar panel, Transfer Valve install solar panel, and Facility Maintenance remove/replace office driveway projects are submitted for Board approval.

Director Moritz asked if the driveway would be widened. The General Manager replied, "Yes." Director Griffith asked what the new width will be. The General Manager replied that it will be eleven feet. The project includes the pavement being removed, dug down below grade, and will include installing 2 by 4 redwood header boards to protect the edge and widening out in the parking area. Director Griffith asked if the width was approved by the fire department. The General Manager stated that the fire department is not involved. Eleven feet is as wide as possible on the property. Director Griffith asked if there will be any base material. Tom Conant, of Mission Paving, stated that it will be removing existing and recompacting, and no base. The General Manager added that the recompacted decomposed granite is a good base. There is an effort to minimize the cost. Director Eldridge added that it is a low use road. Director Griffith asked if a drain will be added at the low point where the water goes across. The General Manager said that no drain will be added. It will be graded so that the hillside runoff drains better. The Chair asked who would be replacing the House Tunnel 2" water line with hose. The General Manager replied that it would be Perry Thomas Construction. Director Griffith asked if other bids were received for the driveway replacement. The General Manager stated that he did not get other bids and would rather go with a company that the District has had a relationship with, and he does not recommend getting additional bids. The Chair said that he supports having more than one bid. He added that if the General Manager is seeking Board authorization to award the contract, he would not be in favor of that without other bids. Director Griffith and the Chair commented that there was nothing against Mission Paving nor against the bid, but it is a good procedure to have more than one bid. The General Manager asked if the Board would be willing to approve the project subject to additional bids. The Chair stated that he would be open to delegating authority to the General Manager to award a contract based upon receiving multiple bids. Director Eldridge asked how many bids should be sought. Director Griffith replied, "Three total."

It was motioned/seconded-(Eldridge/Kilburn):

"That subject to three bids, the Board authorizes the General Manager to award the lowest bidder the contract to replace the driveway, and the Board approves the other 3 projects as presented."

Director Griffith asked that at the next meeting, he would like to see the other bids. The General Manager said that he will provide them.

The motion carried unanimously-(5/0/0/0).

7. BALLOT: SPECIAL DISTRICT LAFCO REPRESENTATIVE:

The General Manager and the Board reviewed the Los Angeles County Local Agency Formation Commission (LAFCO) ballot materials. Director Kilburn asked if it is a paid position. The General

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Manager said it is a paid position, about a hundred dollars per meeting, with weekly meetings. Director Eldridge asked what LAFCO does. The General Manager stated that they consider applications for annexation of unincorporated areas to various cities, view applications for consolidations, and special district mergers. They hold public meetings. Staff researches applications and makes recommendations. Director Kilburn asked how many serve on the Board and if there are any women serving on the Board. The General Manager said that he does not know who is currently serving on the Board and there have been women serving on the Board. It was motioned/seconded-(Kilburn/Eldridge):

“That the Board authorizes the Chair to vote for Sharon Raghavachary for Special District LAFCO Representative.”

The Chair stated that he liked that Ms. Raghavachary has varied experience. Director Kilburn agreed.

The motion carried unanimously-(5/0/0/0).

8. BOARD OF DIRECTORS COMPENSATION:

The General Manager and the Board reviewed the memo and draft ordinance. Director Eldridge asked if State law sets the maximum compensation. The General Manager replied that a statutory amount has been in place for a long time, and the government code has the mechanism for increasing compensation. There is no ceiling that he is aware of.

It was motioned/seconded/carried unanimously-(Eldridge/Griffith-5/0/0/0):

“That the Board wants to proceed and directs the staff to prepare the public hearing notice and schedule the hearing for a future meeting.”

9. BROWN-GLEN PIPELINE IMPROVEMENT PROJECT:

The General Manager and the Board reviewed the General Manager’s memo and the Civiltec Engineering memo. Director Moritz asked how the hydraulic model works. The General Manager replied that the model is based upon water supply, pipe sizes, friction loss, and other components that allows predictions on water pressure and flow rates. It is a computer simulation. The General Manager pointed out that part of the reason there is trouble in this zone is that there is existing pipelines from the Brown and Glen Reservoirs that are of relatively small diameter over long distances and those pipelines are very difficult and very expensive to replace. At the present time, the projects do not include replacing any pipeline up to the intersection of Sierra Madre Villa and Barhite. This project would take off from that point with pipelines down Sierra Madre Villa, west into Villa Knolls and south on Edgecliff Lane and would substantially increase the potential fire flow.

Director Eldridge asked if, in a fire, the booster would automatically kick in to supply additional water. The General Manager said it would be automatic if a pressure regulating valve station feature is added. Both he and the engineer agree that this is an optional feature and could be added later. He concluded that the staff’s recommendation is to proceed with the recommendations as stated in his memo.

Director Kilburn asked what the current LA County regulation is for fire flow requirements. The General Manager replied that it is currently 1250 gallons per minute (gpm).

Director Griffith asked if there is a tie in with the Brown and East West Pipeline. The General Manager stated that the tie in is a separate project that is still under design and 60% drawings are

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expected in late February. Director Griffith asked what the estimated cost will be for both projects. The General Manager stated that his estimate is include in the projects list in this agenda packet. The Chair stated that he thinks it [the Brown-Glen Pipeline] is a good project. It was motioned/seconded/carried unanimously-(Eldridge/Moritz-5/0/0/0):

“That the Board approves engineering design and preparation of plans and specifications for phase 1 and phase 2 of the Brown-Glen Pipeline Improvement Project.”

10. INFORMATION ITEM: The General Manager and the Board reviewed the 2019 Legislative Report by the California Special Districts Association.

11. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – 54954.5(e):

Title: General Manager. At 4:15 pm, the Chair adjourned the meeting to closed session for the General Manager’s performance evaluation.

12. OPEN SESSION – REPORT ON CLOSED SESSION: The Chair reconvened to open session at 5:33 pm. The Chair stated that no decisions were made, and discussion will continue in a closed session at the next Board meeting.

13. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn stated that at her homeowner association meeting, they discussed having a meeting that would involve the fire and police personnel coming and giving a presentation. She wanted to know if other Board member’s divisions and homeowners’ associations would be interested in participating. If so, the meeting could be held in the church and invite all residents. Director Eldridge stated that the Meadows recently had a meeting for fire and evacuation and had representatives from the supervisor’s office, Pasadena council, police, and fire. He added that there is an integrated foothills meeting scheduled in February for fire preparation and another meeting planned by the Fire Safe Council. He thinks it’s a great idea. The General Manager stated that the Kinneloa Estates would welcome the opportunity to participate. The Chair said that he was sure the Kinneloa Canyon would also be interested as well. The Ridge may be interested as well. He added that below the gate, they are never included in anything and would probably love the chance to participate. Director Eldridge said that the February meeting is called Wildfire Cohesive Strategy Workshop, put on by the forest service. Director Kilburn asked who is invited to the workshop. Director Eldridge replied that everyone is welcome, and he said that he would forward the information to all the Directors.

14. CALENDAR: The next meeting will be February 18, 2020.

15. ADJOURNMENT: It was motioned/seconded/carried-(Griffith/Kilburn-5/0/0/0):

“That the Board adjourns the meeting.”

The meeting was adjourned at 5:40 pm.

Reviewed and submitted by,



Bernadette Allen

Office Manager/Board Secretary