

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, October 22, 2019, 3:00 pm
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, and Bill Opel
Tim Eldridge (arrived 3:21 pm)

DIRECTORS ABSENT: None

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

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:04 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District residents Dr. Dave Moritz and Don Murphy were present. Mr. Murphy stated that Carter Prescott may be interfacing with the Board at the next meeting.

3. REVIEW OF MINUTES: It was motioned/seconded/carried-(Opel/Kilburn-4/0/0/1):
“That the Board approves the September 17, 2019, minutes as presented for filing and posting on the website.”
(Aye-Griffith, Johnson, Kilburn, Opel/Nay-0/Abstain-0/Absent-Eldridge)

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Bill Opel reviewed the September 30, 2019, financial reports. On the Income Statement, he highlighted the water sales revenue of nearly \$200,000 against the budget of \$150,000, so the variance for the month was almost \$49,000 to the good, which follows all the way through to the cash flow. On the Balance Sheet, he stated that the checking account and reserve funds reconciled. On the Cash Flow Statement, he stated that there was a net increase in cash of \$51,000 to the positive for the month and \$246,000 for the year, with investing and financing for the year there is a \$120,000 increase in cash. Director Kilburn asked if account 1519 Dove Creek Project on the Balance Sheet is completed. The General Manager stated that the amount reflects the original investment in the system to serve the Dove Creek development.

It was motioned/seconded/carried-(Griffith/Kilburn-4/0/0/1):
“That the Board approves the financial reports as presented for filing.”
(Aye-Griffith, Johnson, Kilburn, Opel/Nay-0/Abstain-0/Absent-Eldridge)

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

II.A. Water Main Improvement Projects: Surveying work for the Sierra Madre Villa & Villa Heights Water Main project is in progress.

III.A. Water Leak/...: A fair number of customer contacts due to higher water bills. Higher usage was due to warmer weather and due to variation in the meter reading period which was 35 days as compared to 27 days in the previous month.

III.C. Future Capital Improvement: This section shows projects in progress or under consideration. The complete project list may be presented at the next meeting.

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IV. Water Supply Summary...: The General Manager stated that the new watermaster year started in July. The table represents 2 months, and despite the heavy usage, the District potentially has 235 acre feet of surplus water. Delivery of surplus water to the City of Pasadena began in October. (Director Eldridge arrived.)

The General Manager responded to questions:

Director Opel asked if there is any trend of nitrate increases in the system. The General Manager stated that based upon the review done in August at the Board's request, there is no trend. He is not aware of any seasonality factor. The nitrates have been quite stable over a long period of time, and the District will continue to monitor the nitrate levels.

Director Griffith asked how long the process took, from order to delivery, the last time trucks were purchased. The General Manager stated that typically it takes about 6 weeks. Director Griffith added that it is his understanding that truck prices may go way up in 2020, which the General Manager may take into consideration.

Director Johnson asked if the General Manager will be proceeding soon with the purchase, so the trucks will be delivered early in 2020. The General Manager said that yes, it is one of his next projects.

6. BROWN/GLEN REPLACEMENT PIPELINE PROJECT: The General Manager reviewed the project memo. He added that physical tests were done in the field today [October 22] to better validate the hydraulic model before moving on. Pipelines alone will not achieve the desired fire flow in the Edgecliff/Villa Knolls area in the Brown zone. The engineer will provide a report with recommendations to help decide how to proceed. One possibility is including an automatic pressure operated valve from the higher-pressure Vosburg zone into the Brown/Glen zone, which is similar to what was done for and paid by the City of Pasadena for them to achieve fire flows in the Old House Road area. He added that there are benefits to doing the pipeline project, increasing the flow some and dealing with maintenance problems of existing pipeline and valve. Director Opel asked if the project would increase the average pipeline pressure. The General Manager replied that it would maintain the pressure if you have fire flow.

Director Johnson commented that it is good to see the benefit of having the hydraulic model.

Director Johnson asked if the City of Pasadena relies upon water in the KID system to provide fire flow for Pasadena. The General Manager replied, yes. Director Johnson asked if there is any ongoing benefit for the District to provide that storage for Pasadena. The General Manager stated that there are six interconnections with Pasadena, some where we depend upon them, and there is a lot of mutual benefit for emergencies and periodic system maintenance.

In summary, the General Manager stated that the project is still under consideration and the preliminary analysis has been beneficial.

7. INFORMATION ITEMS:

b. Water main leak (out of order): The General Manager reviewed the memo. Director Griffith asked what the total repair cost was. The General Manager stated that the bill has not been received yet. The General Manager added that the repair is not complete. Base paving has been done, but the final paving has yet to be done on both Mesaloe and on Villa Knolls/Edgecliff.

a. Kinneloa Irrigation District website: The General Manager presented a demonstration of the new website. Director Opel asked if the mandatory text description for pictures can be seen and

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does the General Manager have to write the text. The General Manager stated that the text is not visible but is read by screen reading software, and the text is edited by the staff. The General Manager highlighted the transparency page. Director Eldridge asked if the Financial Audit is in the minutes or the packet. The General Manager replied that the Financial Audit that is approved is in the agenda packet and also shows as an independent document. Director Opel asked if there is a map of Director divisions. The General Manager said there is one. Director Opel suggested that it be included, and the Directors agreed. Director Opel asked if the Flume would be listed. The General Manager said that it is not on the site yet, but it is a good example of something we could promote. Director Johnson asked if the District's customers can get a discount and a rebate for the Flume. The General Manager said that it is possible. The coupon discount code was sent in the email newsletter and the rebate is on the FMWD [Foothill Metropolitan Water District] website. Director Opel suggested a photo contest. The General Manager concluded with the statement that Streamline, the website design company, guarantees accessibility and compliance with requirements.

8. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn expressed her thanks for the District's response to the leak on Mesaloe Lane. Director Eldridge stated that when he received the message about the emergency water shut off, at first, he did not know the location, so he filled up buckets of water. The General Manager stated that Board members receive alerts so that they know about major incidents in the District.

9. CALENDAR: No discussion.

10. ADJOURNMENT: It was motioned/seconded/carried-(Kilburn/Eldridge-5/0/0/0):

"That the Board adjourns the meeting."

The meeting was adjourned at 4:02 pm.

Reviewed and submitted by,



Bernadette C. Allen

Board Secretary