

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, November 28, 2023, 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): Gordon Johnson, Gerrie Kilburn, Stephen Brown, Timothy Eldridge (arrived at 3:25 pm)

**DIRECTORS ABSENT:** none

**STAFF PRESENT:** (In-Person): General Manager, Tom Majich; Martin Aragon, Chris Burt,

**PUBLIC PRESENT:** none

**1. CALL TO ORDER:**

Chairman Johnson called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:** none

**3. OATH OF OFFICE – Division 1 Appointee, Gerrie Kilburn**

Chairman Gordon Johnson administered the oath of office for Director Gerrie Kilburn, in the presence of Kinneloa Irrigation District Secretary Stephen Brown.

**4. OATH OF OFFICE – Division 4 Appointee, Timothy Eldridge**

Chairman Gordon Johnson administered the oath of office for Director Timothy Eldridge, in the presence of Kinneloa Irrigation District Secretary Stephen Brown.

**5. REVIEW OF MINUTES:**

Director Brown motioned to approve the **October 17, 2023 Regular Meeting** Minutes for filing with revisions as discussed in the meeting and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Brown / Kilburn– 3 Aye/0 Nay/0 Abstain/1 Absent at Time of Action)

**6. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **October 24, 2023 Special Meeting** Minutes for filing with revisions as discussed in the meeting and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn / Brown– 3 Aye/0 Nay/0 Abstain/1 Absent at Time of Action)

**7. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the October 2023 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Eldridge / Kilburn – 4 Aye/0 Nay /0 Abstain/0 Absent)

**8. INFORMATION ITEMS:**

The General Manager reported that with the expiration of the District’s Fluoride variance on December 13, 2023 the District would be diverting all tunnels to spreading before that time and would be making various system changes, including increase well and booster pumping durations to keep adequate supply in the system.

The Division 5 Board of Directors election is completed with William Opel as the declared winner. The Oath of Office for Director Elect Opel will be on the agenda for the regular December board meeting.

The recently issued Fall newsletter was reviewed. The next customer newsletter will be prepared in late January. The General Manager will add a section to each edition highlighting a particular District facility and discuss its history and importance. Information on available rebates to customers will also be included in the next edition.

**9. AD HOC MASTER PLAN COMMITTEE:**

Director Brown provided a draft mission statement to the General Manager. The General Manager will circulate a list to all directors prior to the next board meeting with draft phrases and language for consideration. Directors will reply to the General Manager with key words and phrases they believe should be referred to in the Mission Statement.

**10. AD HOC 2024 BUDGET AND RATE SETTING COMMITTEE REPORT:**

Dissolution of this committee will be held until after the upcoming Rate Hearing on December 19, 2023.

**11. GENERAL MANAGER’S REPORT:**

The General Manager presented the monthly report on District activities and water supply and production. A year-to-date summary of the Watermaster Year ending June 2024.

**12. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Chairman Johnson concluded the closed session at 5:15 pm and reported that no action was taken.

**13. DIRECTOR REPORTS AND/OR COMMENTS:**

NONE

**14. CALENDAR:** Upcoming regular meetings: Dec. 19, 2023; Jan. 16, 2024; Feb. 20, 2024.

**15. ADJOURNMENT:**

**Chairman Johnson adjourned the meeting at 5:25 P.M.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon**

**Office Manager/Board Clerk**

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