

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, January 23, 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, Gerrie Kilburn, Timothy Eldridge, William Opel

**DIRECTORS ABSENT:** none

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

**PUBLIC PRESENT:** none

**1. CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:11 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:**

none

**3. REVIEW OF MINUTES:**

Director Johnson motioned to approve the **December 19, 2023 Regular Meeting Minutes** for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Johnson / Eldridge – 5 Aye / 0 Nay / 0 Abstain)

**4. REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **January 3, 2024 Special Meeting Minutes** for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Kilburn / Eldridge – 5 Aye / 0 Nay / 0 Abstain)

**5. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the November 2023 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye/0 Nay /0 Abstain/0 Absent)

**6. INVESTMENT POLICY:**

The General Manager reviewed the District’s investment accounts and historical performance data. Director Eldridge motioned to “Authorize the General Manager to liquidate District holdings in the CalTrust Medium Term Fund and deposit all proceeds into the District LAIF account due to relatively better performance and alignment with the District reserve funds investment timeline” and was seconded by Director Kilburn. It was

motioned/seconded/carried unanimously – (Eldridge / Kilburn – 5 Aye/0 Nay /0 Abstain/0 Absent)

**7. ADJOURNMENT OF REGULAR FEBRUARY BOARD MEETING**

Director Opel motioned to adjourn the **February 20, 2024 Regular Meeting to February 27, 2024** and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Opel / Johnson – 5 Aye / 0 Nay /0 Abstain)

**8. INFORMATION ITEMS:**

a. The General Manager reported that for employees receiving an annual pay cost of living adjustment in January, compensation was increased 3.5% effective January 1, 2024 per the published Los Angeles-Long Beach Consumer Price Index for All Urban Consumers (CPI-U).

b. The General Manager reviewed a citation issued to the District by the California State Water Resources Control Board, Division of Drinking Water and discussed action being taken by Staff to respond timely.

c. The General Manager reported on activities regarding a District Fire Response Action Plan and that the plan was still being developed with an expected presentation for the Board at its February meeting.

d. The General Manager provided a draft of the updated Interconnection Agreement with the City of Pasadena for Director review.

e. The General Manager provided a “Customer Care” report for December 2023 listing all customer contacts and categories.

f. The General Manager provided a Water Quality Testing Report for December 2023 showing all samples taken and testing performed.

g. The General Manager noted that he has begun working on the next District newsletter to be published in mid-February.

h. The General Manager advised that the draft Multi-Jurisdictional Hazard Mitigation Plan prepared in conjunction with other PWAG agencies will be sent to all customers and other stakeholders for viewing and comment in the next 2 weeks.

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

The General Manager presented a draft Mission Statement and examples for Director review. A Special Meeting will be scheduled for 2pm before the next Regular Board Meeting for a Master Plan and Mission Statement Workshop.

**10. 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 was reviewed.

**11. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2024:**

The General Manager will circulate the draft Goals and Objectives as prepared by Director Johnson to the entire Board for review in advance of discussion and adoption at the next Regular Board Meeting.

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

Director Opel requested that in the future any Information Items that have supporting documentation included be noted as such to facilitate more efficient review of the agenda packet.

Director Kilburn noted that water runoff in Kinneloa Mesa Canyon was still present at all road crossings on the west side of Kinneloa Mesa Road.

**13. CALENDAR:** Upcoming regular meetings: February 27, 2024; March 19, 2024; April 16, 2024

**14. ADJOURNMENT:**

**Chairman Brown adjourned the meeting at 5:00 P.M.**

**Prepared and submitted by,**

**Tom Majich, General Manager**