

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, February 27, 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, William Opel

DIRECTORS ABSENT: Timothy Eldridge

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

PUBLIC PRESENT: John Felton

1. **CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:10 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. **PUBLIC COMMENT:**

Mr. John Felton introduced himself as a resident in the District.

3. **RESOLUTION OF APPRECIATION 2024-02-27-1:**

Director Kilburn motioned to approve Resolution 2024-02-27-1 regarding Recognition of Appreciation of Service for Director Gordon Johnson and was seconded by Director Brown. It was motioned/seconded/carried unanimously – (Kilburn/Brown – 3 Aye / 0 Nay / 1 Abstain – Johnson / 1 Absent)

4. **REVIEW OF MINUTES:**

Director Kilburn motioned to approve the **January 23, 2024 Special Meeting** Minutes for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Kilburn / Opel – 4 Aye / 0 Nay / 0 Abstain/1 Absent)

5. **REVIEW OF MINUTES:**

Director Johnson motioned to approve the **January 23, 2024 Regular Meeting** Minutes for filing with a noted correction in Item 1 and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Johnson / Kilburn – 4 Aye / 0 Nay / 0 Abstain/1 Absent)

6. **REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the December 2023 and Year End 2023 financial reports. Director Kilburn motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Kilburn / Johnson – 4 Aye/0 Nay / 0 Abstain/1 Absent)

7. **REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the January 2024 financial reports. Director Johnson motioned to approve the reports for filing and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Johnson / Kilburn – 4 Aye/0 Nay /0 Abstain/1 Absent)

8. REGULAR BOARD MEETING DAY CHANGE:

Director Opel motioned to move the Regular Board Meeting from the 3rd Tuesday of the month to the 4th Tuesday of the month effective with the March Regular Board Meeting and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Opel / Johnson – 4 Aye/0 Nay /0 Abstain/1 Absent)

9. DOCUMENT RETENTION POLICY:

The General Manager requested authorization to destroy certain water quality sampling records that are beyond the time frame to be retained per regulatory requirements. The Board reviewed the existing Document Retention Policy as part of the District Rules and Regulations. Such records are not specifically addressed in the policy. Director Kilburn motioned to Authorize the General Manager to destroy Bacteriological sampling results and reports beyond the time frame to be retained per regulatory requirements and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Kilburn / Johnson – 4 Aye / 0 Nay /0 Abstain/1 Absent)

10. RESOLUTION APPROVING RESCHEDULING OF BOARD MEMBER ELECTIONS 2024-02-27-2:

Director Opel motioned to approve Resolution 2024-02-27-2 regarding Rescheduling of Board Member Elections from Odd Years to Even Years so that such elections are held in conjunction with Statewide elections to facilitate greater voter participation, and was seconded by Director Kilburn. It was motioned/seconded/carried unanimously – (Opel / Kilburn – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

11. INFORMATION ITEMS:

- a. The General Manager shared a water audit for the period of 12/26/23 – 1/26/24 indicating that 20.6% of water produced in that period was non-revenue generating. This could be a combination of malfunctioning meters, system loss through leaks, system loss through District activities, fire hydrant use among other scenarios.
- b. The General Manager shared the updated Water Quality Monitoring Internal Controls document which was sent to the State Water Resources Control Board, Division of Drinking Water as part of the required response to the Citation issue in December.
- c. The General Manager reported on activities regarding a District Fire Response Action Plan and that the plan was still being developed while seeking input from the local Los Angeles County Fire Department station Captain.
- d. The General Manager provided a Water Quality Testing Report for January 2024 showing all samples taken and testing performed.
- e. The General Manager noted that he has begun working on the next District newsletter to be published in mid-March.

f. The General Manager provided an update on the GIS mapping effort.

g. The General Manager noted that DDW has provided written comments to the submittal made in December and staff is working on a response. The GM also shared fluoride sampling data from 5 sample sets taken in January showing wide variance in results analyzed by one of the three labs that was sent samples for analysis.

h. The General Manager met with Subeca executives and operations team and provided an update on their level of service.

i. The General Manager advised that the draft Multi-Jurisdictional Hazard Mitigation Plan prepared in conjunction with other PWAG agencies comment period has closed.

j. The General Manager shared the current deadlines for certain agencies to update their Risk & Resilience Assessments as well as their Emergency Response Plans. Based on system size, KID is not required to have such plans but will pursue development of them.

12. AD HOC MASTER PLAN COMMITTEE:

Director Johnson noted that the committee has met monthly and intends to meet again before the next Regular Board Meeting to continue development of the plan and proposed project list.

13. 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.

14. KINNELOA IRRIGATION DISTRICT GOALS AND OBJECTIVES FOR 2024:

Director Johnson motioned to approve the District Strategic Goals and Objectives for 2024 and to have them attached to the Meeting Minutes as well as be published on the District website and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Johnson / Opel – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

15. DIRECTOR REPORTS AND/OR COMMENTS:

Director Kilburn announced that she had delivered her notice of resignation from the Board of Directors to the General Manager with an effective date of March 1, 2024.

16. CALENDAR: Upcoming regular meetings: March 26, 2024; April 23, 2024; May 28, 2024

17. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:05 P.M.

Prepared and submitted by,

Tom Majich, General Manager