

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, May 19, 2020, 3:00 pm
Minutes

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

DIRECTORS PRESENT: Zoom teleconference/videoconference: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom teleconference/videoconference: General Manager Melvin Matthews, Office Manager/Board Secretary Bernadette Allen

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:00 pm and called the roll. Directors Eldridge, Kilburn, Johnson, and Moritz were present at roll call. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested. Director Griffith joined the meeting at 3:01 pm.

2. PUBLIC COMMENT: Public Water Agencies Group (PWAG) Emergency Coordinator Mike Holmes and District resident Stephen Brown were present via teleconference. Stephen Brown asked about Agenda Item 5 Closed Session. He stated that the minutes showed Mr. Holmes will talk about a variety of topics, including: the temporary hire, an overview of PWAG, and emergency plan, and he asked if all of those topics are considered closed or subject to being closed. The General Manager replied that the field staffing is an open session item and is separate on the Agenda. The closed session will involve a review of the emergency response plan and presentation on the mutual aid and other security related items. The closed session is strictly limited to those security discussions, not with the hiring of facility operator. Mr. Brown stated that he read through the Brown Act and did not see a code cite for what makes the discussion of threat to public services or facilities subject to being closed. The General Manager replied that the Agenda shows the government code section. Mr. Brown said that section did not specifically say what the grounds are and wanted to know if there is something more specific than what is in section 5(e). The General Manager replied that 5(e) is what the District is following, and if there are any particular topics Mr. Brown would like to discuss, then the Board can make a determination if that would be publicly disclosed information. Mr. Brown said his concern is, as a member of the public, that a lot of this should be in the public domain and he is trying to understand where in the code it specifically says this particular topic is subject to a closed session. He sees that you can have a closed session, but it did not say for what particular reason. The General Manager replied that part of the reason for having a closed session is that the emergency response plan has information in it that is... [unintelligible garbled audio]. Mr. Brown stated that Mr. Matthews was “cutting in and out.” Mr. Matthews continued, stating that the presentation Mr. Holmes will make can be made available to the public... [unintelligible garbled audio]. Chair Johnson requested that everyone who was not speaking, to mute their microphones. He asked if there were any additional public comments. There were no additional comments.

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3. REVIEW OF MINUTES:

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

“That the Board approves the April 21, 2020, minutes as presented for filing and posting on the website.”

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

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

“That the Board approves the May 5, 2020, minutes as presented for filing and posting on the website.”

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Moritz reviewed the April 30, 2020, financial reports. He highlighted that water sales were lower as compared to the previous month. Total revenue was \$103,000 as compared to \$105,000 last month. There were no unexpected expenses. The net income was \$10,000. The General Manager commented that Workers’ Compensation [5045] credit was due to an adjustment in accounts receivable to reflect actual accounts receivable because it was billed in 2019. It is a quarterly expense.

Director Moritz asked about the check register expense to the Raymond Basin Management Board. The General Manager stated that the Raymond Basin Management Board is the authority that manages the ground water and Raymond Basin aquifer, the water quality, pumping and legal rights. They administer the program, measure ground water levels, and conduct sampling for water quality purposes. There is an annual assessment to cover the administrative expenses. Director Griffith asked about 5025 Water Treatment Analysis. The General Manager stated that the account is over budget due mainly to timing, but there is additional sampling occurring. The staff will monitor that account. The account also involves supplies for the District’s treatment of the water, so the purchase of those supplies does not always match the budget that is evenly allocated over 12 months.

Director Griffith asked if it was the same circumstance for 5034 Equipment Maintenance. The General Manager replied that yes, it is similar, and the District tends to perform most of the equipment maintenance in the earlier part of the year, such as generators and booster pumps.

Director Griffith asked about 6000 Engineering Services and which project is expensed to this account. The General Manager stated that part of it is for the two pipeline projects and part for general engineering, such as fire flow tests.

Director Griffith asked if the District is keeping a list of expenses by project. The General Manager stated that most of the detail is in the invoicing and there is tracking of each project and the expenses. Director Griffith suggested that the General Manager consider giving the Board a report each month by project, with a listing of the date, the payee, description and the amount.

Chair Johnson asked Director Griffith is he was asking for a listing of only the main capital projects or all projects. Director Griffith replied that it was only the capital pipeline projects.

Director Griffith asked about check #9421 for Mission Paving. He thought the Board approved \$32,000 and the check was for \$33,800. The General Manager stated that there was additional square footage added to the project. Mission Paving did not charge extra. Originally, the budget was only \$30,000, which was set 2 years ago. The check was the exact amount of the bid which the District accepted. Director Griffith asked for an emailed copy of the three bids.

Director Griffith asked about check #9431 for Generator Services, and if that was a standard price or flat rate. The General Manager stated that it was not a flat rate. It is based on the materials

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supplied, travel time, service and is an itemized invoice. On one of the generators there were significant repairs made, and on the other generators it was normal maintenance.

Director Griffith asked about check #9438 for SA Associates, and if it was part of the project. The General Manager stated that yes, the item description shows it is part of the water main project and engineering services were provided.

Director Griffith asked about credit card expenses 5010 for a disposable spray suit and 6036 for certified mail and postage. The Office Manager replied that the disposable spray suit was purchased by the field when cement and paint work was done on the Eucalyptus chlorinator building, and account 6036 was for one certified letter and the rest for regular postage stamps. Director Moritz asked about wholesale water sales and if there is fixed number of months that the District sells water or is it by request. The General Manager replied that wholesale water is sold when the District has excess water and wants to deliver it to the City of Pasadena. Typically, delivery starts in the September or October, and depending on the rainy season, it may extend through the current year and into the next year. Deliveries usually conclude early in the year. There is no fixed amount. In past years it has ranged from 75,000 to \$100,000 and is not predictable. Customers always have priority, and water delivery is only offered to Pasadena if it is clearly available.

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

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

5. CLOSED SESSION – THREAT TO PUBLIC SERVICES OR FACILITIES – Government Code

§54954.5(e) – Consultation with: Public Water Agencies Group, Mike Holmes, Emergency Preparedness Coordinator:

Before moving to closed session, the General Manager stated that if there any public disclosable items within the closed session they will be made part of the minutes. Mr. Brown left the meeting. At 3:26 pm, Chair Johnson adjourned the meeting to closed session.

6. OPEN SESSION – REPORT ON CLOSED SESSION: Chair Johnson reconvened to open session at 4:01 pm. Mr. Holmes left the meeting and Mr. Brown rejoined the meeting. Chair Johnson stated that the Board heard the presentation from Mike Holmes, Emergency Preparedness Coordinator for the Public Water Agencies Group and he talked about the emergency response capabilities and the application to the Kinneloa Irrigation District of those capabilities. There were no comments or follow-up discussion.

The PWAG power point slide presentation is attached to the end of the minutes.

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

I.B. Aged Receivables: The General Manager pointed out that the District has not experienced any problem with receivables. They are consistent with past months.

V. Water Samples... Attachment A: Director Kilburn asked about the fluoride results and if they were usually higher than the 1.2 – 1.7 parts per million (ppm). The General Manager stated that the District has a variance up to 3 ppm and very rarely does the District have a level over 2. The range shown is normal and the District has not exceeded 2 ppm in the last year.

II. General Manager’s Projects...: Director Moritz asked for an update on the water meter radio transmitters. The General Manager stated that the project is on hold. There were 12 installations and only six of the twelve worked reliably on the cell phone network. At the present time, he does

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not recommend adopting that program. If it worked reliably, it would be a great system. Unless the cell network improves in the District, then it is not something the District can implement in the immediate future.

Director Kilburn stated that she had a water leak and the system did not pick it up. She agreed that the system is unreliable.

The General Manager stated that he will be preparing a report for the Board in the future, but currently he is waiting for Badger Meter to respond to his concerns and feedback on potential improvements, such as higher powered transmitters or cell phone network improvements.

III.B.1.e. Facility cleanup: Director Griffith asked about facility cleanup, and which facilities were worked on in April. The General Manager stated that in **B.1.** all those activities are performed daily and/or monthly. In **B.2.** the activities vary depending upon the month.

III.B.2.g. Holly East Tank dirt removal: Director Griffith asked if it is continuous since it seems like the item has been on the list for years. The General Manager replied that the site has continuous soil sloughing off from the adjacent property. The dirt removal is done periodically.

III.C.3. House Tunnel Pipeline repair: Director Griffith asked if any work is being done on House Tunnel Pipeline repair. The General Manager replied that the project is on hold and was postponed due to the COVID-19 situation. It is still a project planned for this year.

III.C.8. Radio mast at Holly: Director Griffith asked about the radio mast at Holly. The General Manager stated that the mast will improve SCADA radio transmission reliability for the District.

8. GENERAL MANAGER'S GOALS FOR 2020: Chair Johnson stated that the first discussion item would be regarding the hiring of a full-time facilities operator. What would be the potential duties? What will be the impact on existing staff? What would be the cost and budgeting strategy for the new position?

The General Manager stated that Item 8 – page 1 is the job description. It is difficult to answer what the duties would be because that is dependent upon the person's level of training and experience. Item 8 – page 2 shows the salary range for the position. It is a wide range because it is also dependent upon the person's level of training and experience.

In general, it is hard to respond to the question of potential duties until the decision is made on the level of operator that the District is seeking. An operator that has little experience will require a lot more training, with a minimum of six months and a year is probably more typical. The new staff would ride with another operator and go through the daily and monthly activities and gain experience in the duties that are listed. The General Manager stated that it is important to have the Board discussion to gain feedback as to what experience and certification level should be sought. Both will impact the budget, the amount of training time, and the existing staff as they train the new operator.

Director Griffith asked about the certification levels of existing staff. The General Manager stated that three staff have D3 T2 certification, which is the level the water system is rated. One operator is rated at D1 T1 certification. The most recent hire is at the lowest certification level and is taking classes and the hope is that he will advance in certification. He has experience with a lot of the daily and monthly tasks, and even at the lowest level of certification he is a valued employee. The General Manager stated that not everyone hired can move to a senior operator level and be capable of advanced troubleshooting and overseeing projects.

Director Griffith asked if there are higher levels of certification. The General Manager replied that there is no reason to go higher in certification level than the certification of the system unless the

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individual simply wants to pursue it. If a person wants to go on to a larger system, than higher certification would be an advantage.

Director Moritz asked for clarification about the General Manager's comments at the May 5th meeting and if the size of the District will make it difficult to hire a D3 T2 person. The General Manager replied that that is correct, and the last time the District recruited for an operator position, the District did not receive applicants at that level. It is particularly hard to get someone at a D3 T2 level. He recommends hiring someone who is just below that level and who is committed to receiving the higher certification in an agreed upon period.

Director Moritz asked if that would be a condition of hiring. The General Manager replied that yes, and it would be a requirement in the job posting. The General Manager stated that certification is important and the ability of the individual to perform all those tasks is important. Certification allows them to perform the tasks without supervision. Experience and skills are also important to the District.

Director Moritz asked if higher certification affects the salary. The General Manager said that it does.

Director Griffith asked about the General Manager's contacts at Citrus College. The General Manager replied that he was waiting for this meeting and the Board's recommendation before reaching out to those contacts and beginning recruitment.

Chair Johnson recommended that the District should seek someone who is at the higher end of the certification scale, at the D3 T2 level. The General Manager agreed.

Director Eldridge asked how many weeks of vacation the operators have in total for the year and total sick days. In other words, he asked how much time staff can be away from the job and how much time in total are people away from work. The General Manager stated that he does not have an exact number, but the District has had difficulty in encouraging people to take vacation. Nearly all staff are at maximum accrual for vacation. Most staff accrue 4 weeks of vacation a year and rarely take 4 weeks of vacation, either because of the person's desire to take vacation and partly due to the workload. As a manager, he has never discouraged using accrued vacation time off. In fact, he has encouraged them. Vacations are staggered so no more than one person is on vacation at a time. There has been very little impact on regular operations or duties. It is rare that someone takes a vacation that it impacts the District. Director Eldridge asked if the General Manager could provide the number of how much vacation is on the books.

Director Eldridge asked about what is done with all the accrued vacation. The General Manager stated that vacation is use it or lose it once the maximum accrual is obtained. If it is not used, you do not get compensated and you do not accrue above the maximum. Personal Time Off is another issue. There is a 480-hour maximum that can be accrued and many of the staff are near that maximum. Unused vacation time is payable should someone leave the system. With present accruals, that is no more than four weeks of vacation. Director Eldridge asked if people are actually losing vacation time and not being compensated. The General Manager stated that generally that is not the case. They accrue the maximum, see that they are at maximum and take vacation days. Very little vacation time gets lost. It shows on the books as accrued vacation time because it is payable should the staff leave the District. As far as losing vacation and not getting paid for it, that is rare. If they lose vacation, it is not because vacation is denied, it is by personal choice.

Director Eldridge stated that he does not understand why people do not take vacations when that is part of the compensation package. The General Manager stated that some employees do not

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like to travel or do things that take them away from home. Staff are encouraged to take vacations and are well informed and notified if they are approaching maximum accrual. If they lose vacation, it is not due to anything on the District's part that causes them to lose vacation. The Office Manager clarified that no staff lose any vacation time that is accrued, but as soon as the maximum accrual of hours is reached, the staff stop accruing additional hours. Some might think of it as losing vacation time since they do lose that opportunity to continue to accrue, but the District does not have unlimited accrual of vacation because vacation time is a liability. The Office Manager added that the General Manager encourages all staff to take vacation. She agreed that it is difficult to understand why someone would not take vacation, but the District has very dedicated employees. Those who take vacation work very hard to make it have minimal impact upon the rest of the staff and they consider the work schedule, calendar tasks and projects. There are others who do not travel, do not have family vacations, and their life is their work. Director Eldridge stated that he does not think that is healthy and he does not agree with it.

Director Eldridge asked if everyone has four weeks of vacation that they keep on the books that will be paid out when they leave the company, if some people take vacation for the year, and if there is an additional 480 hours, which is over ten weeks of personal time, that is accrued that is also paid out. The Office Manager replied that staff accrue vacation based upon the amount of time employed with the District. For those employed 6 months to a year, they accrue one week; one to five years, they accrue two weeks; five to ten years, they accrue 3 weeks; and over ten years, they accrue four weeks of vacation. For paid time off, that is not a liability to the District. It is sick time or time to take care of those who are sick, and that maximum is 480 hours. She stated that there are some staff members who have been employed long enough that they are near the maximum and others who have taken sick time over the years, so they are not at the maximum. Although it is a small staff, three have been with the District over ten years and the other three are in other categories. Each person has used a different amount of vacation or sick time.

Director Eldridge asked how many people would the District need to fill in for all the time one could possibly take off. The General Manager stated that he thinks he understands the request. He added that the larger staff, the more likely it is people can and would take vacations, simply because you have greater coverage and overlap of staff positions. He acknowledged that there is a relationship between the number people on staff and the ability to take vacation. He stated that he did not want to minimize that there are a lot of personal decisions that have been made as far as taking vacation time, various categories of willingness and desire to take vacations. The General Manager stated that he can do a rough calculation, based upon the accrual in dollars as of the end of the year, which is part of the audit and shows up on the balance sheet as a liability. It is possible to take the vacation accrued dollar amount and divide it by average salary and see how many people that might represent to give some idea as to how much staff time is not used in vacations. Director Eldridge requested that the sick time also be calculated and how much has been used. The General Manager stated that he can give overall figures without disclosing personal information. He can provide the total hours of personal sick time accrued by the employees and the same for vacation. However, even without additional personnel, there may be individuals that do not take vacations. On personal sick time, part of the desire is if you have a serious problem that will keep you away from work, then you will continue to get paid for up to 480 hours. The General Manager stated that he agreed with Director Eldridge that vacations are good. Director Eldridge stated that because of the virus, it is important to consider the District's liability for

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staffing purposes and compensation purposes if someone gets sick. He thinks these types of liabilities should also be considered when talking about increasing staff. The General Manager suggested that this item be on the next agenda.

Director Griffith requested that the General Manager send the job description for Senior Facilities Operator to the Board. The General Manager stated that the job description is very similar to the Facilities Operator description, with an obligation to train and a greater level of ability to troubleshoot problems. Typically, that person has had a high level of experience.

Chair Johnson asked if the General Manager is planning to proceed with preparation of recruitment materials. The General Manager replied that that is correct and based upon the Board's comments, his priority is to pursue a person who has experience, certifications, demonstrated skills, and can move into a senior position.

Chair Johnson mentioned that Las Flores Water Company recently lost one of their water operators, and the District will be competing with them. The General Manager stated that is fairly common. A lot of agencies have experienced hiring someone and then losing them to another agency. The District cannot prevent that. His goal in recruitment is to find someone who fits into the District's operation and likes working for a smaller operator, so that the District does not lose them to a larger operation that has more opportunity for advancement.

9. GLEN RESERVOIR LANDSCAPE LICENSE AGREEMENT: The General Manager stated that several months ago, he met with Chris Lofthouse, the owner of 1856 Pasadena Glen Road to discuss property boundaries and Mr. Lofthouse's desire for new fencing that would encroach on some of the area of the Glen Reservoir. At the initial meeting, it seemed like his request was very reasonable and would not impact the District. The plan was to draft a revocable license agreement that would allow him to do the landscaping and move the fence. After completing the agreement, the General Manager discovered that the area was not land owned by the District but was on land which the District has an easement. The property is owned by another property owner in the Glen. To allow Mr. Lofthouse to go ahead, the District could write a letter outlining what he wants to do, and have his request granted on the condition that he obtain an easement from the owner for the adjacent parcel. Item 9 is the letter and a Grant of Permission. The benefit to the District is less land that needs to be maintained and it does not affect the reservoir property. It was the General Manager's recommendation that the letter and draft agreement be sent to Mr. Lofthouse. Director Eldridge stated that he has spoken with Mr. Lofthouse and discussed what needed to be done to get the easement and he showed him the original easement to the District and previous easements to the property owner. Mr. Lofthouse will have to put the paperwork together, so it will take him some time. Director Eldridge stated that the agreement is set up very well and protects the District and will protect Mr. Lofthouse and the property owner. He thinks the District should go ahead with the agreement. The General Manager agreed.

Director Kilburn stated that the General Manager has covered the District's involvement and interests, particularly specified in number two and three in the Grant of Permission.

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

“That the Board authorize the General Manager to send the letter and Grant of Permission to Mr. Lofthouse.”

Director Eldridge asked the General Manager if he will go ahead and send the documents to Mr. Lofthouse. The General Manager replied that he would do so.

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10. DIRECTOR REPORTS AND/OR COMMENTS: Chair Johnson stated that the Board chose to make the General Manager goals for 2020 public and part of the record so that staff, as well as the public, can see what direction the Board has given to the General Manager. In reviewing the goals for 2019, Chair Johnson suggested that the General Manager also make those public and give them to the staff. They were not released last year, but they do pertain to the entire District and it is important for staff to understand what the Board has requested the General Manager to do. The General Manager asked the Chair if he would like the goals to be posted on the website. The Chair replied that he should post them on the website, and when the General Manager shares the 2020 goals at the Monday morning staff meeting, include the 2019 goals at the same time. The General Manager stated that he will present those goals at the next staff meeting and he will publish them on the website.

Director Eldridge stated that after the last Board meeting, he reviewed the Citrus College water program curriculum and it looks like an extensive program. It appears that right now, the courses are all online. He thanked the General Manager for sharing the information with the Board and he is glad to see that Citrus College has the program. The General Manager stated that he is glad too and is in close contact with the person who runs the program. He considers it a good resource.

Director Griffith asked if the Board has recently voted on staff pay increases. The General Manager stated that pay increases for the staff, except for him, are based upon performance reviews which are still underway. It was decided that there be no automatic COLA pay increases for all employees. He is considering COLA along with merit increases for excellent performance for individual employees. For the General Manager, the Board determines the salary. There has been no recent vote by the Board for a general increase for everyone.

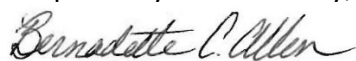
11. CALENDAR: The next meeting will be a Regular Meeting on June 16, 2020, at 3:00 pm. The General Manager stated that audit will be included in the June or July. In June, he will start the budget process and will present the draft at the July or August meeting.

Director Eldridge asked for the staff meeting time. The General Manager stated that staff meetings are every Monday at 9:00 am. If Monday is a holiday, the meeting is on Tuesday and Board members are invited to attend. The General Manager also invited the Board to attend the PWAG Emergency Response Group meetings, and he will email out the information to the Directors.

12. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Eldridge/Kilburn-5/0/0/0):
“That the Board adjourns the meeting.”

The meeting was adjourned at 5:08 pm.

Respectfully submitted by,



Bernadette C. Allen

Office Manager/Board Secretary