

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, January 15, 2019
3:00 p.m.
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel

DIRECTORS ABSENT: Tim Eldridge

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary; Donna Eggehorn, Administrative Assistant; Chris Burt, Sr. Facilities Operator

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:00 p.m. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

2. PUBLIC COMMENT: Present were Larry and Peggy Lachner. No one requested to speak at this time.

3. STATUS UPDATE ON PROPOSED DOYNE ROAD HOME CONSTRUCTION: Larry Lachner of Dynamo Constructors, Inc. spoke on behalf of the property owner. The original eight lots are being consolidated to two lots with plans for two homes with guest houses. The building plans have been submitted to Los Angeles County Building Department for approval and the revised parcel map may be recorded in the next 60 days. The request for water service will be submitted after escrow closes on each lot. The majority of the 13 acres will remain in a natural condition. The landscaped area is subject to the County's requirement for efficient irrigation with plants that require minimal watering. The house plans also feature low water usage fixtures.

A non-interference letter from the KID is required by the County of Los Angeles in conjunction with submittal of the parcel map for recording to protect the KID's easement for future pipeline construction and maintenance. A draft document will be presented for review at the next Board meeting.

4. REVIEW OF MINUTES: The minutes of December 18, 2018 were reviewed. Director Kilburn requested to **add the new water rates** under Item 4 Water Rates Resolution 2018-12-18 and change the word to "**following**" in Item 7 General Manager's Report. Motioned/seconded/carried-(Johnson/Kilburn) and approved by a vote of 4/0/0/1 Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0/Absent-Eldridge

5. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Opel reviewed the financial reports for December 31, 2018, highlighting that the District had increased water sales as compared to the budget, that operations and maintenance expenses were lower than the budget this month and that the net increase in cash was higher than the budgeted amount. Motioned/seconded/carried-(Opel/Griffith) and approved by a vote of 4/0/0/1 Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0/Absent-Eldridge

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6. GENERAL MANAGER’S REPORT: The General Manager and Board reviewed the report and highlighted the following items and answered questions from the Directors:

Fire Hydrant Project – General Manager compiled the information for this agenda

Employee Benefits – General Manager prepared information for discussion on this agenda item.

III.B8. – Weed clearance and tree trimming at facilities – The Board asked for continuing Brown well landscape upkeep.

7. MANAGEMENT REPORT FOR 2017-2018: The General Manager reviewed the Management Report and highlighted the following:

Figure 3 2017-2018 Production Sources shows a reliance upon K-3 Well, but also shows the importance of low-cost tunnel water and maintaining these sources.

Figure 6 Water Usage per Customer graph shows constant and predictable water usage and the table shows the distribution range. Per month, a clear majority of District customers use 100 units or less and only about 6.4% of District customers use more than 100 units.

Figure 7 Total Monthly Water Sales shows the effect of conservation efforts and the dependence on the type of weather, temperature and winds.

There were no additional questions and the Board thanked the General Manager for the report, graphs and summary narrative.

8. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS: The General Manager presented a revised list of projects on the planning horizon and completed projects. The Board discussed several projects. Director Kilburn requested a prioritized project list to be presented on a future agenda and eventually to be presented quarterly. The General Manager reviewed the projects list and requested approval for item 127 AMA Water Meter Test, 128 SCADA Radios, 129 Wilcox Reservoir, 131 Brown Reservoir, 136 Reservoir Inspection.

Motioned/seconded/carried-(Opel/Griffith) and approved by a vote of 4/0/0/1
Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0/Absent-Eldridge

9. REVIEW OF FIRE HYDRANT FLOW DATA: The General Manager presented a report on Fire Flow Data where Fire Flow Data can be obtained either through physical testing or hydraulic calculations or a combination of the two. The General Manager recommended to update the hydraulic model that was the basis of the original Water Master Plan.

Motioned/seconded/carried-(Kilburn/Opel) and approved by a vote of 4/0/0/1
Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Abstain-0/Absent-Eldridge

10. REVIEW OF KINNELOA IRRIGATION DISTRICT RETIREMENT BENEFITS: The Board agreed to bring back this item for discussion at the next meeting.

11. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager. At 5:10 p.m., the Board adjourned to closed session for the General Manager’s performance evaluation.

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12. OPEN SESSION – REPORT ON CLOSED SESSION: The Board reconvened to open session at 5:16 p.m. The Chair stated that no decisions and no actions were taken.

13. DIRECTOR REPORTS AND/OR COMMENTS: There were no reports and no comments.

14. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, February 19, 2019.

15. ADJOURNMENT: The meeting was adjourned at 5:20 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:

Melvin L. Matthews

Melvin L Matthews
Acting Secretary to the Board