

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, August 20, 2019, 3:00 pm
Minutes

DIRECTORS PRESENT: Frank Griffith, Gordon Johnson, Gerrie Kilburn, and Bill Opel
Tim Eldridge (arrived at 3:24 pm)

DIRECTORS ABSENT: None

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

1. CALL TO ORDER: Director/Chair Gordon Johnson called the meeting to order at 3:03 pm. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District resident Dr. Dave Moritz was present. He stated that he went to Norwalk and filed for candidacy and the people at the office were very helpful.

3. REVIEW OF MINUTES: It was motioned/seconded/carried-(Kilburn/Opel-3/0/1/1).

“That the Board approve the July 16, 2019, minutes for filing and posting on the website.”
(Aye-Griffith, Kilburn, Opel/Nay-0/Abstain-Johnson/Absent-Eldridge)

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Bill Opel reviewed the July 31, 2019, financial reports. He highlighted water sales and total revenue were ahead of budget for the month, and expenses were \$5,700 to the good. The Balance Sheet bank account balances for Wells Fargo, LAIF, and CalTRUST match their monthly statements. The General Manager responded to a question about the new line item 1113 Employee Loans, stating that the account is for phone expense to facilitate conversion to FirstNet cell service. Director Opel concluded that Cash Flow shows \$11,000 to the good for the month and the District is positive for the year to date. It was motioned/seconded/carried -(Kilburn/Opel-4/0/0/1).

“That the Board approve the financial reports for filing as presented.”
(Aye-Griffith, Johnson, Kilburn, Opel/Nay-0/Abstain-0/Absent-Eldridge)

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

II.D. Website Redesign: Director Johnson asked how ADA legislation affects the website. The General Manager replied that the website must provide easier access for anyone with disabilities. For example, the site needs to accommodate screen readers, and pictures require text descriptions. The current website does not meet all the ADA compliance requirements and current software is no longer supported.

II.F. Activities/Meetings/Webinars/Conferences: The annual ACWA JPIA inspection was in July. The onsite safety check and review resulted in a good report.
(Director Eldridge arrived)

III.C.1: Future Capital Improvement Projects...: Director Kilburn remarked that adding anti-slip covers to the stairs is a small item that takes care of a safety issue. The General Manager agreed that the anti-slip covers could be reprioritized and the request will be shared with the Sr. Facilities Operator.

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
Tuesday, August 20, 2019
Minutes

III.C.2: Future Capital Improvement Projects...: Director Johnson asked if the replacement of chlorination equipment at Eucalyptus Reservoir will be similar in scope to the one that was just completed. The General Manager said that it will be an identical installation to what was done at Glen Reservoir. The budget planned for two replacements.

Agenda Item 8 **DIRECTOR REPORTS AND/OR COMMENTS** out of order: Director Griffith commented about a past project involving a wall built by a homeowner adjacent to KID property in the Glen. He stated that staff said no to his request to see documents related to the wall. He asked what the policy is for Board Members to see documents. The Board Secretary stated that Director Griffith's recollection was incorrect, and all related documents requested were given to Director Griffith for his review in the office at the time of his request and he read them, but copies were not provided. The Chair directed the staff to add the topic of Privileged Information to the next meeting agenda.

IV. Water Supply Summary as of June...: The General Manager emphasized that the summary is complete for the Watermaster Year.

V.A. Water Samples and Test Results: The General Manager pointed out that the request by the Board to add result numbers to the table was done. A number range indicates multiple sites were tested. Director Opel asked for more information about the lead and copper test. The General Manager stated that the District does not have any lead in our sources and no lead in our system. Any lead in the system is contributed by customer plumbing.

6. BUDGET FOR 2020: The General Manager stated that the documents are the first presentation of the budget, reflecting the trend and past year for budget categories and anticipating capital expenditures. Some increases for expenses are inflationary increases and some reflect actual increases in rates. The draft will be presented again at the next meeting and questions and comments from the Directors are welcomed.

Director Opel suggested that account 6020, Board Member Compensation, be increased by some amount that reflects the amount of inflation.

7. INFORMATION ITEM: The General Manager presented a sample water meter and Flume device kit and explained the components and the system. He presented the Flume, intelligent water usage platform, PowerPoint, and he demonstrated the Flume App. He stated that the District has no real time water usage data for the customer. This kind of device enables a customer to be alerted immediately, which helps to prevent a large water bill due to a leak and reduces water waste. He added that MWD and FMWD have worked to approve a rebate for these kinds of devices. Installation takes about 45 minutes to physically install the device, download the app, program it and start to use it. It is meant to be self-installed. The meter box may or may not be easily accessible. This type of device is the least expensive way of getting real time water usage data and notification of leaks. There is no plumbing required. There are various optional programs, where this company works with water companies as partners to roll out the devices and offer a utility portal, where the utility can keep track of all the Flume devices in the system.

Director Johnson asked if there is a discounted rate for purchase if the District buys the units in bulk, and the General Manager said there is a discounted rate, but he will have to investigate if the discounted rate can also be used in conjunction with the customer applying for a rebate.

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
Tuesday, August 20, 2019
Minutes

Director Opel stated that the big question in the memo was whether to transition from the current integrated AMR [Automated Meter Reading] radio to an AMI [Advanced Meter Infrastructure] system, and this kind of device is more of an interim solution.

The General Manager stated that the Flume device is not AMI, so the District still needs to decide about the meter infrastructure. If the District wants to go to AMI and get similar real time data, the investment would be about \$90,000 and uses a cellular network.

Director Opel suggested that the District allow people to put in Flume devices, and at the same time, offer at its own expense, to install the device and offer demonstration of the app or desktop, and the District get the optional monitor system. He also recommended that the District get the AMI system, realizing that there may be some dead spots.

The General Manager said that he is looking for this kind of feedback. He stated that the Board has already approved the purchase of a test kit of ten AMI cellular transmitters and the necessary software. There would be a continuing cost per month per customer.

The General Manager recommended that the District promote the Flume device, and the extent the District wants to be involved to help the customer can be worked out.

The General Manager stated that if the District goes to the AMI system, there will be two parallel systems, radio reads and data from cellular units. He stated that unless anyone had an objection, he would order the test kit and at the same time – organize a roll out of the flume devices.

There were no objections.

8. DIRECTOR REPORTS AND/OR COMMENTS: Director Eldridge asked for an update on the upcoming election in November. The Board Secretary stated that there are three candidates, Director Eldridge, Director Kilburn and Dr. Moritz and the filing period is closed.

9. CALENDAR: The next regular meeting will be at 3:00 pm on Tuesday, September 17, 2019. Director Opel stated he will be unable to attend the October 15, 2019 meeting, and asked that it be rescheduled to October 22, 2019.

Agenda Item 8 **DIRECTOR REPORTS AND/OR COMMENTS** out of order: Director Griffith asked how many Directors have passwords and expressed that he thought that if the General Manager was absent, and if people are not here, at least one of the Directors be able to sign in. The Chair stated that it is a good suggestion that the District have a policy that there should be multiple people who have full access to programs with passwords. The Directors agreed to add the topic of Password Backup to the next agenda.

Director Opel suggested that the District may want to consider changing the regular meeting from the third Tuesday of the month, to the next to last Tuesday of the month.

10. ADJOURNMENT: The meeting was adjourned at 4:32 pm.

Respectfully submitted by,



Bernadette C. Allen
Board Secretary