

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 21, 2020, 3:00 pm
Minutes

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

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

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom: 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. A quorum of Board Members was present. The Agenda was reviewed. No changes were requested.

2. PUBLIC COMMENT: District resident Stephen Brown was present via Zoom. He commented that he had the pleasure of meeting Director Eldridge, who shared the history and KID infrastructure in the Pasadena Glen area and thanked him for the tour. He asked where the text originated for the drafting of the policy in Item 5. The General Manager replied that he helped develop the original Rules and Regulations when he was a Board member. Similar documents from other districts were reviewed and adapted for the original document. Mr. Brown asked where the new text in red comes from. The General Manager replied that it comes from collective revisions of the Office Manager and himself, text is added or changed to meet new laws and regulations, and the changing policies of the District from other resolutions. Mr. Brown asked if the final text is reviewed by outside counsel. The General Manager stated that the original document was reviewed by counsel. The current revision format has not been substantially changed and policy changes that are minor are not passed by counsel. The District can establish its own rules and regulations. Some districts call it their administrative code. Mr. Brown asked if the Rules and Regulations are all made public. The General Manager replied that the document has been posted on the website since 2004 and all revisions are part of official agendas. The current revision 11 is on the website under the transparency heading. Mr. Brown asked about Item 6: Page 4: Water Supply Summary and the reference to a long-term storage that is no longer permitted. He asked where the water is drawn from and if 782 acre-feet is considered a lot of water. The General Manager stated that the current storage approximately equals one year's of water service, but the long-term storage program was established when the basin levels were higher and it allowed districts that did not pump their entitled share of water to put it into a storage account. It basically represents "paper" water. It is not water that is in the ground, but it is water that can be pumped out. Due to the basin water levels the Raymond Basin Management Board decided to freeze the ability to add any more water to storage accounts.

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3. REVIEW OF MINUTES:

It was motioned/seconded/carried unanimously by roll call vote-(Eldridge/Kilburn-5/0/0/0):

“That the Board approves the June 16, 2020, minutes as presented for filing and posting on the website.”

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

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Moritz reviewed the June 30, 2020, financial reports. He highlighted that water sales were substantially higher as compared to the budget, \$179,000 as compared to \$145,000, and about \$20,000 higher than the previous month. Regarding expenses, Director Moritz pointed out that electricity expense was higher than budget and operations and labor were lower.

Director Moritz asked about Maintenance/Repair Contractors [5030] which was higher. The General Manager stated that the account is for payment to maintenance and repair contractors. Director Moritz asked about Other Expenditures Water Treatment Plant [1511]. The General Manager stated that the expense is unusual. The District decided to purchase a water softener to reduce mineral build up in the [Far Mesa] chlorine injection system [at the Glen Reservoir]. It was not a budgeted expense.

Director Moritz asked about SCADA Equipment [1527]. The General Manager stated that replacement batteries and onsite servicing was needed for some of the remote transmitting units. Director Moritz asked about Leased Water Rights [5000]. The General Manager stated that this is an annual expense. The District leases water from the City of Alhambra. They have rights in the Raymond Basin that they do not use and for several years the District has leased pumping rights. Director Moritz asked if the checks to AT&T Mobility and Spectrum are for different services. The General Manager replied that AT&T Mobility is for FirstNet mobile phone service and Spectrum is for internet service and office phone service.

Director Moritz asked about the status on delivery of the new trucks. The General Manager replied that he has not had a reply to his inquiry and does not have an update for the Board. The last word he had was that delivery may be in the last week of July or early August.

Chair Johnson asked about Accounting Services [6065] with zero expense. The General Manager replied that the District budgeted for the expense in June, but the invoice has not been received.

Chair Johnson asked about Permits/Fees [6081] actual expense, which is less than year to date budget, and if the budget is the annualized amount divided by twelve. The General Manager confirmed that this budget account is evenly distributed over the year.

Director Griffith asked if the District purchased cell phones that work in disaster situations. The General Manager replied that under the current policy, each staff member purchases and maintains their own cell phones. Director Eldridge clarified that FirstNet goes on an individual's own phone. The General Manager added that FirstNet can be applied to existing or new phones that staff members have. All staff members have access to FirstNet. One staff member opted not to be part of FirstNet. Director Griffith asked if FirstNet is the emergency communication system. The General Manager replied that FirstNet gives priority access to cell phone service and in case of disaster mobile cell phone towers are rolled out to affected areas.

Director Griffith asked about Vehicle Maintenance [5035]. The General Manager stated that repairs were brakes and alternator on one of the 2008 Ford trucks and brakes and radiator on the 1999 F-150 truck.

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Director Eldridge asked if the truck brake light on the other 2008 Ford was fixed. The General Manager stated that he did not have an update on that repair. It is currently hard to take a truck out of service. He has emphasized with the field staff the need to repair the brake light.

It was motioned/seconded/carried unanimously by roll call vote -(Griffith/Eldridge-5/0/0/0):

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

5. RESOLUTION 2020-7-21 RULES AND REGULATIONS OF THE KINNELOA IRRIGATION DISTRICT:

The General Manager reviewed the memo regarding Revision 12 of the District’s Rules and Regulations main changes. The redline version and the clean version of the document follow the memo. The General Manager stated that the document may be revised at any time, either at the Board’s request or due to changes in the law.

Chair Johnson asked about Article 4.02 Statement of Qualifications, and why a director has to be a landowner. The General Manager replied that the requirement comes from the California Water Code. Chair Johnson asked if that requirement is particular to irrigation districts. The General Manager replied that no, it is generally true of any water district. He is not aware of any exceptions to that rule. Chair Johnson stated that he knows that there are a number of directors on the Metropolitan Water District Board as well as some of their member agencies who are not landowners, and this requirement may be unnecessary. He did not request any changes to this section.

Chair Johnson asked about Article 10.06 with the change to a cost-sharing agreement instead of a reimbursement agreement. He stated that all the potential costs identified in 10.06 relate to physical facilities. In the past, the Board has discussed water supply emergencies and the need to acquire quantities of water or rights, which are different from physical facilities. If the District has other types of improvements, such as granny flats, the District may want to generalize this section so that it is not based on physical facilities. He did not request the change be done now, but this item be considered in the next revision of the Water Master Plan. The General Manager agreed, if the District needs other water sources, how the supplemental sources are paid will be researched and considered for future revisions. Chair Johnson concluded that if the District is limited in water supply and someone makes a request for connection, it is not only the physical improvements that need to be made, it is also potentially a need to acquire more water supply.

Chair Johnson asked about Appendix J for the bid procurement and contract documents, in comparing version 11 and version 12, the perspective changed. The first is what is provided in the notice inviting bids versus what is in the actual contract that results from that. He asked why it was updated. The General Manager stated that he did not recall exactly why it was changed, but the intention was to update the titles.

Chair Johnson asked about Appendix M [Policy on Discontinuation of Residential Water Service for Non-Payment] and how the language was drafted. The Office Manager stated that she wrote the introduction using the language that was in SB 998 [California Senate Bill]. Lagerlof drafted the documents and met the requirements to translate them into the six mandatory languages, English and the other five listed in the introduction. Chair Johnson asked who did the translation. The Office Manager replied that the Public Water Agencies Group (PWAG) pooled resources and split the costs incurred for legal and translation services. The General Manager confirmed that Lagerlof developed the documents and PWAG sought bids from several translation companies and selected one, and the costs were divided among the twenty agencies. Chair Johnson asked if the policy and

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documentation that Lagerlof developed is being used by the majority of the PWAG members. The General Managers confirmed that all twenty agencies are sharing the same documents and the translations.

There were no additional comments, questions, or discussion.

It was motioned/seconded/carried unanimously by roll call vote -(Kilburn/Eldridge-5/0/0/0):

“That the Board approves Resolution 2020-7-21 to adopt and publish Rules and Regulations Revision 12 as presented.”

6. 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 problems with delinquency.

II. C. Pipeline Projects: The General Manager stated that plans for both projects are at the 90% level. The desire is to get at least one of the projects out for bid this year.

Director Moritz asked where the new pipeline on Villa Knolls will end. The General Manager replied that it will stop at Edgecliff. The current line extending down into Villa Knolls is adequate in pipe size and leak free. An optional future project, not currently being designed is an extension from the corner of Sierra Madre Villa and Villa Knolls, south on Sierra Madre Villa and in on Trevan Road toward Hartwood Point to the houses on Hartwood Point. Currently, those houses are served by a pipeline cross-country through lots from Villa Knolls down to Hartwood Point.

II. D. Facilities Operator Recruitment: The General Manager stated that the second round of interviews is complete and a job offer was extended and accepted. The applicant will start mid-September.

V. Water Samples and Test Results: Director Kilburn asked if the sampling is done by the contractor or by staff. The General Manager replied that the sampling done at the system level and processed by Eurofins and Clinical labs, are done by staff. Title 22 sampling, processed by Weck, are done by Stetson Engineers on behalf of the Raymond Basin Management Board and the District reimburses the Raymond Basin for those sampling costs.

7. INFORMATION ITEM: The General Manager stated that this item was included in the agenda, not knowing when it was drafted if there would be a successful job offer and acceptance. The Personnel Committee and General Manager interviewed three final candidates in person. The candidate that was chosen is currently working in the Napa area and her final interview was via Zoom. After the review, there was a unanimous decision. The candidate is highly qualified with a D5 and T3 certification and has a background in water systems and extensive experience working for engineering firms. She has also had extensive experience in writing operating procedures. Chair Johnson added that the interviews went very well and they were impressed with the candidate and are looking forward to having her join the District. The General Manager thanked the Personnel Committee for their participation.

8. DIRECTOR REPORTS AND/OR COMMENTS: Director Eldridge stated that the Delores Tunnel in the Glen has no restricted access and there is an increase in hiking, parking and traffic control in the Glen. There are no gates or fences to District facilities, only a sign that says “Kinneloa Irrigation District – Keep Out.” Director Eldridge stated that there are two forest service sign boards in that area, and he asked if the forest service has official access through District land. The General

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Manager stated that the signs were put up before his tenure with the District. He thinks that the District land is all within the Angeles National Forest and he has not looked at the boundaries recently. He thinks that we cannot fence off the area. Director Eldridge asked why the Keep Out sign was posted. The General Manager stated that it was to prevent the water source from contamination. The District may not be permitted by law to fence off the area. Director Eldridge asked how the District can keep people out of the area. The General Manager stated that he thinks the first step is for the Glen to work out the private road issue and whether or not landowners can keep the public out of the area. He can review the history on the posting of signage. He added that he would not have any history on the forest service signs. Director Eldridge stated that if the Kinneloa property was not accessible and it was fenced, then there would not be people coming into the Glen. Director Kilburn suggested putting up no parking signs that state the car will be towed at your expense. Director Eldridge replied that that option is being pursued. Director Eldridge stated that the Far Mesa Tunnel area has had police activity and three 40 foot storage containers left next to it. There is a gate but access is easy. The Far Mesa Tunnel pit is also getting buried and overgrown. The General Manager commented that he was aware of the activity at Far Mesa Tunnel and he has been monitoring it. The District's main concern is to prevent damage or contamination to the water sources. He requested that any issues that arise continue to be shared with him and any legal issues that come up can be addressed to the attorney to determine what the District is permitted to do to protect the sources. Director Kilburn thanked the General Manager and Office Manager for their work on the Rules and Regulations Revision.

9. CALENDAR: The next meeting will be a Regular Meeting on August 18, 2020, at 3:00 pm. The General Manager stated that the first draft of the budget will be presented for discussion. The General Manager commented that he is in no rush to resume meetings in the boardroom and is leaving it to the Directors to decide when the appropriate time comes.

10. ADJOURNMENT: It was motioned/seconded/carried unanimously-(Eldridge/Griffith-5/0/0/0):
“That the Board adjourns the meeting.”
The meeting was adjourned at 4:22 pm.

Prepared by,
Bernadette Allen

Reviewed and submitted by,



Melvin L. Matthews
General Manager/Acting Board Clerk