

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, February 20, 2018**  
**7:00 P.M. – Closed Session**  
**7:30 P.M. – Open Session**  
**Minutes**

**DIRECTORS PRESENT:** Directors Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn, Bill Opel

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Melvin Matthews, General Manager; Chris Burt, Sr. Facilities Operator; Bernadette Allen, Office Manager/Board Secretary

**1. CALL TO ORDER:** The Chair, Frank Griffith, called the meeting to order at 7:03 P.M. A quorum of Board Members was present. The Agenda was reviewed, and Director Opel suggested that routine items follow Item 7 – Review of Minutes. The Board agreed to move Items 10, 11, and 12, after Item 7, and to have future agendas place routine items following public comment.

**2. PUBLIC COMMENT:** No members of the public were present.

**3. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1):** Titles: General Manager, Senior Facilities Operator, Facilities Operator, Facilities Maintenance Worker, Office Manager, Administrative Assistant, Secretary to the Board.  
At 7:03 P.M., the Board adjourned to closed session.

**4. OPEN SESSION:** The Board reconvened to open session at 8:16 P.M.

**5. REPORT ON CLOSED SESSION:** The Chair stated that no decisions and no actions were taken. A continuation of the discussion will continue in a closed session on March 6, 2018, at 2:30 p.m.

**6. PUBLIC COMMENT:** No members of the public were present. By phone, Pam Edwards had asked staff to share at the Board meeting her request for more information on individualized conservation and how usage compares to neighbors. She also requested that her letter on the issue be copied and given to each Director.

**7. REVIEW OF MINUTES:** The minutes of January 16, 2018, were reviewed. Director Opel requested one spelling correction in Item 7.

It was motioned/seconded/carried unanimously-(Kilburn/Griffith-5/0/0).

**“That the Board approve the minutes as corrected for filing and posting on the website.”**

**10. MAINTENANCE SCHEDULE REPORT (taken out of order):** The Sr. Facilities Operator reported on the District maintenance schedule status. A draft list of maintenance tasks is complete, which has a combination of routine activities and tasks for the future. Routine monthly/annual checklists and maintenance procedures are also underway. Staff answered Directors’ questions regarding: procedure document format and storage location; hazardous

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materials in use; and appropriate signage in the District. The General Manager stated that ACWA JPIA informs the District of any changes or updates required. He added that there is an annual inspection by ACWA JPIA. The Chair requested that the Board be notified when the next inspection is scheduled so that a Director may join the inspection.

**11. GENERAL MANAGER’S REPORT (taken out of order):** The General Manager and Board reviewed the report.

**II. A. HR Activities:** Interviews were completed for a Facilities Operator. He will schedule ride-along for candidates under consideration. The General Manager answered questions regarding procedure for background checks.

**II. B. Staff Meetings:** Weekly meetings are very productive and individual Directors are welcome to attend.

**II. E. Activities/...:** In response to the Chair’s request for more information on the Altadena Monument Sign Meeting, the General Manager stated that the new sign involves the K-3 pipeline area.

Director Opel requested that a section be added to the General Manager’s report for water quality. The General Manager replied that if there are any water quality concerns or customer incidents they have been included in his report. Director Opel asked that a summary of water quality testing and results be included each month.

**12. REVIEW OF FINANCIAL REPORTS (taken out of order):** Director Opel reviewed the financial reports for January 31, 2018. The General Manager answered questions regarding accounts with larger variances.

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

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

**8. WATER MASTER PLAN FOR THE KINNELOA IRRIGATION DISTRICT:** The General Manager reviewed the Water Master Plan, stating that tables were updated for projects completed since 2014 and changes were made with respect to completed pipeline projects. The Board requested a redline version be presented at the next regular Board meeting.

Questions, discussion, and suggestions ensued: suggestion to incorporate appendix reservoir improvement into the main document and costs be included in total costs on page 36; suggestion to present table information in a map format; discussion and clarification that system improvements listed in Table 7.2 page 26 are in priority order to achieve 1,250 gallons per minute (gpm), minimum, throughout the system; discussion regarding absence of a schedule and funding plan; discussion regarding building/replacing system to meet fire flow requirements of 1,250 gpm or 2,000 gpm or future gpm requirements; discussion regarding reservoir and storage project feasibility; discussion regarding consulting an engineer; discussion regarding past project on Barhite to accommodate higher fire flow; suggestion to get cost estimate for increasing fire flow to 2,000 gpm on future projects; suggestion to determine current reservoir position, plan to alleviate deficiencies and limitations; and suggestion that a system map be provided.

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The General Manager stated that he would develop a fire flow map for the Board and re-present the Master Plan without any revisions at this point. No action was taken, and discussion will continue at the next meeting.

**9. CAPITAL PROJECTS LIST:** The General Manager reviewed the projects list and requested approval for replacement of the VersaTerm handheld computer and software used for meter reading.

It was motioned/seconded/carried unanimously-(Opel/Johnson-5/0/0).

**“That the Board approve the Able Software product quotation for the VersaTerm handheld computer and software for \$12,574.34.”**

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

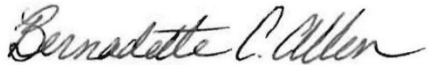
**14. CALENDAR:** The next regular meeting will be on March 20, 2018, at 7:30 P.M.

**Possible Items for the Next Regular Meeting Agenda:**

1. Water Master Plan for the Kinneloa Irrigation District
2. Water Quality

**15. ADJOURNMENT:** The meeting was adjourned at 9:45 P.M.

Respectfully submitted,



Bernadette C. Allen  
Secretary to the Board