

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, March 20, 2018**  
**7:30 P.M.**  
**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 7:30 P.M. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

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

**3. REVIEW OF MINUTES:** The minutes of February 20, 2018, were reviewed. Director Griffith requested one spelling correction in Item 10.

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

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

**4. REVIEW OF FINANCIAL REPORTS:** Director Opel reviewed the financial reports for February 28, 2018. The General Manager answered questions regarding accounts with larger variances. It was motioned/seconded/carried unanimously-(Kilburn/Eldridge-5/0/0).

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

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

**II. A. HR Activities:** The General Manager answered a question regarding the range of licensing requirements for the Facilities Operator candidates, from licensing in process to T2/D3 or higher.

**II. D. VersaTerm Replacement Project:** The General Manager answered questions regarding the ability of the VersaTerm to read meters and what conditions interfere or cause reading failures. He stated reading may fail due to: poor connection between meter register and radio transmitter, broken radio transmitter, broken meter register, or frozen meter. Sometimes there is radio interference or obstruction, in which case, the meter is uncovered. Any meter with a radio read failure is read manually and billed normally. For a frozen meter, usage is estimated using a variety of means. Approximately 580 radio transmitters in the field have a sealed internal battery with a 10-year life. The new replacements have a 20-year life.

**III. A. Water Leak/...:** Director Johnson asked what is involved with a leak check. The General Manager explained that a leak check request is usually generated by a letter sent by the office. If any customer’s meter runs continuously for 24-hours or more, the office gets a leak indicator when meters are read, and a letter is sent to the customer. Field staff checks the low flow indicator on the meter when the customer has turned off all the water. If the meter is still

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**Tuesday, March 20, 2018**  
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spinning when the customer thinks they have everything off, they have a leak. Suggestions are given for places to look for the leak. The program is well received by the customers.

Director Eldridge asked about the status of rocks on top of the meter in Pasadena Glen. The General Manager stated that a certified letter was sent to the customer stating if the customer did not move the rocks, the District would move them at the customer's expense. There is a hard date for removal.

**III. B. Water Samples...:** This section is new in response to a request by Director Opel. The General Manager and staff answered questions regarding: state, federal and District variance levels for fluoride; sampling points in the District; and bacteriological tests performed.

**III. C. Facilities Maintenance:** The Chair asked if adjusting the Flo-Loc® valve operator at West Tank caused the need for a repair of the East Tank Flo-Loc. The answer was no. The Chair asked for more details regarding the chlorine leak at K-3, and the Sr. Facilities Operator stated that the leak was a chlorine generator that needed repair. It was not a gas leak.

**IV. Water Supply...:** The General Manager stated that the lease of 207 acre-feet will be on the City of Alhambra, March 26<sup>th</sup> agenda. The leased water will add to the District's surplus water total.

**6. WATER QUALITY INCIDENTS, TESTING AND REPORTING:** The General Manager reviewed the Water Quality Incidents, Testing and Reporting Memo. The Chair requested that the General Manager look back at the Chair's email request for water quality information, and if anything is missing, answer next month. The General Manager stated that names and addresses were not included for customer privacy. The Chair asked about insurance, and the General Manager explained that the labs are state certified. He added that copies of the lab accreditation are kept in the District office. Director Opel thanked the General Manager for his report

**7. NEW CUSTOMER INFORMATION AND PAYMENT PORTAL:** The General Manager demonstrated the new customer information and payment portal: payment history, usage history, copies of the bill, usage and billing graphic comparison charts, and water usage comparison graph that displays four years of past usage. The data is uploaded with the billing program. There is a send message feature, which enables customers to email the office. The website adjusts for viewing on a mobile device. The General Manager encouraged the Board try out the portal and provide feedback.

**8. WATER MASTER PLAN FOR THE KINNELOA IRRIGATION DISTRICT:**

The Chair suggested that since it has been over 20 years since an engineer has reviewed the plan, perhaps it should be reviewed before the Board decides.

Director Opel had a question regarding page 6, bullet 5, the strike out line starting, "The KID presently has..." In terms of fire protection, does this edit mean the system is upgraded and the District has made progress? The General Manager answered, yes, the District has made progress. The design standards have not changed but many improvements have been made that allow many of the fire flows to be vastly greater than 1250.

Director Kilburn requested the table of content pages be rechecked for page number accuracy. The Chair requested that capitalization be consistent.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
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The Chair asked if the plan should be reviewed externally. Director Johnson said that it is a good idea. Adding, it is unusual to have the ability to produce a report in house, with the General Manager. Most agencies hire a consultant to prepare a report like this. It could be a good thing to have an external review. He did not have time to review the plan and requested that the item be carried over to the next meeting. The Board agreed to continue discussion at the next meeting.

**9. DIRECTOR REPORTS AND/OR COMMENTS:** Director Johnson stated that a closed session meeting was not held on March 6, 2018. The Chair suggested dates for a closed session. The Board agreed to meet Tuesday, April 3, 2018, at 2:30 P.M. for a closed session to continue the Public Employee Performance Evaluation. Director Eldridge requested a meeting reminder text message the day before. There were no additional reports or comments.

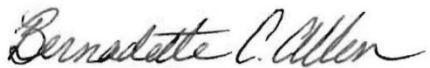
**10. CALENDAR:** The next regular meeting will be on April 17, 2018, at 7:30 P.M. A closed session meeting will be on April 3, 2018, at 2:30 P.M.

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

1. Water quality information
2. Water Master Plan for the Kinneloa Irrigation District
3. Review of insurance, presentation by ACWA JPIA

**15. ADJOURNMENT:** The meeting was adjourned at 8:34 P.M.

Respectfully submitted,



Bernadette C. Allen  
Secretary to the Board