

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 31, 2018
3:00 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/Acting Board Secretary; Donna Eggehorn, Administrative Assistant

1. CALL TO ORDER: Chair Frank Griffith, 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: No members of the public were present.

3. REVIEW OF MINUTES: The minutes of June 19, 2018 were reviewed. Director Johnson requested to change the word from “**Minimum**” to **Maximum Contaminant Levels**” on Item #5, the General Manager’s Report. Director Opel requested to add additional wording in Item #6, Review of 2017 Audit to read: “**Director Opel asked about the CalPERS deficiency assessment. Gail explained that since KID participates in a pooled fund with other entities, we are required to contribute toward mitigation of shortfalls in the pool.**” Director Eldridge requested to change wording on Item #8 Personnel Committee to list an effective date for the cost of living adjustment.

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

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

“that the minutes of June 19, 2018 be approved for filing with corrections.”

4. REVIEW OF FINANCIAL REPORTS: Director Opel reviewed the financial reports for June 30, 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.

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

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

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

Audit. 2017 audit has been completed and posted on the KID website.

Accounting. General Manager Matthews has taken over all accounting activities formerly done by Bernadette. He will be training the office staff and delegating some of the tasks over the next few months.

Computer/Software Maintenance. Security/feature/software updates were done on all computers.

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6. WATER MASTER PLAN FOR THE KINNELOA IRRIGATION DISTRICT: The Board reviewed and discussed the report. Director Opel requested to highlight and/or add wording to Page 16, 2.5.1 Existing Piping, Page 17 last paragraph, Page 49, 2. Distribution Piping. It was motioned/seconded/-(Kilburn/Eldridge-5-0) (Aye-Eldridge, Griffith, Kilburn, Johnson, Opel/Nay-0/Abstain-0) **“that the Water Master Plan for the Kinneloa Irrigation District be approved with corrections.”**

7. PERSONNEL COMMITTEE: The committee requested that the Board discuss the proposed changes for the General Manager’s job description and performance goals. Director Johnson read a list of suggested goals for the General Manager that he had written down several months ago and said that the General Manager had also included suggested goals in his self-evaluation. Director Opel asked whether the draft job description was consistent with the District’s Rules and Regulations and Director Johnson responded that the committee had compared the documents and that there was no conflict. General Manager Matthews will re-distribute to each Board member a draft job description form before the next meeting. The Board requested that this item be carried over to the next meeting.

8. DIRECTOR REPORTS AND/OR COMMENTS: General Manager Matthews asked the Board to check their calendars for future meetings so that he can schedule presentations by the Public Water Agencies Group (PWAG) Emergency Preparedness Coordinator as well as a presentation by a representative from the ACWA JPIA on the insurance programs.

11. CALENDAR: The next regular meeting will be moved to 3:00 p.m. on Tuesday, August 28, 2018 due to Board members’ schedules and vacations for the month of August.

12. ADJOURNMENT: The meeting was adjourned at 4:00 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:


Acting Secretary to the Board