

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, September 18, 2018
3:00 p.m.
Minutes

DIRECTORS PRESENT: Tim Eldridge, Frank Griffith, Gordon Johnson, Gerrie Kilburn (arrived at 3:10 p.m.) and Bill Opel

DIRECTORS ABSENT: Tim Eldridge left at 3:25 p.m.

STAFF PRESENT: Melvin Matthews, General Manager/Acting Board Secretary; Donna Eggehorn, Administrative Assistant; Chris Burt, Sr. Facilities Operator

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 August 28, 2018 were reviewed and approved. Motioned/seconded Opel/Eldridge and approved by a vote of 4-0-1
Ayes-Eldridge, Griffith, Johnson, Opel/Noes-0/Absent-Kilburn

4. REVIEW OF FINANCIAL REPORTS: Director Opel reviewed the financial reports for August 31, 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.
Motioned/seconded Eldridge/Johnson and approved by a vote of 5-0
Ayes-Eldridge, Griffith, Johnson, Kilburn, Opel/Noes-0

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

Accounting. The General Manager has been training the office staff on the use of the Sage accounting system.

KID Rules and Regulations – Started project to revise and update this document

Emergency Preparedness – Provided the current KID manuals and procedures to Mike Holmes (the PWAG Emergency Preparedness Coordinator) for review and updating

Computer/Software Maintenance. Security/software updates, backups and maintenance were done on all computers.

6. PERSONNEL COMMITTEE: The committee requested that the Board discuss and implement the proposed changes for the General Manager's job description. Director Johnson read the changes, Director Opel added wording with the Board agreeing to approve of the General Manager's Job Description with the suggested changes.

Motioned/Seconded Kilburn/Johnson and approved by a vote of 4-0-1
Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Absent-Eldridge

Director Johnson then distributed a draft of the Annual Performance Review for General Manager to the Board for review and requested that it to be brought back with any suggested changes for approval at a future meeting.

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7. 2019 BUDGET: The General Manager reviewed the proposed budget documents consisting of 10-year Actual and Forecasted Income and Expenses, 2019 Budget Worksheet, Proposed 2019 Budget, and Water Rate Survey. The Water Rate Survey provided comparison of rates for other FMWD agencies plus two local cities to Kinneloa Irrigation District's rates appeared comparable at three usage levels. With a 3% rate increase effective January 1, 2019, the General Manager projected a revenue increase in retail water sales of approximately \$100,000. If there are any shortfalls in retail water sales due to conservation or weather conditions, wholesale water can be sold to meet total revenue requirements. The General Manager explained that the District is required to give a 45-day notice for the public hearing to discuss the proposed water rates. Director Johnson requested a list of future capital improvement projects to support the District's revenue requirements. The General Manager stated that the proposed list of major projects for the next year and beyond will be presented to the Board at the November meeting for discussion and approval of selected projects and periodically brought back at future meetings as required for discussion and approval of additional projects. Motioned/Seconded Opel/Kilburn and approved by a vote of 4-0-1 subject to the establishment of rates Ayes-Griffith, Johnson, Kilburn, Opel/Noes-0/Absent-Eldridge

8. DIRECTOR REPORTS AND/OR COMMENTS: Chair Griffith requested an update on the Doyme Road development. General Manager Matthews stated that he will present a general topic on parcels with no previous water service at the next meeting. Chair Griffith also requested information on our computer systems. General Manager Matthews stated that he previously prepared an internal document with this information and that it would not be appropriate to present this document at a public meeting because of the need to maintain security. Director Opel requested to see total personnel costs listed by function rather than by account numbers. The General Manager Matthews stated that it would not be possible to redesign the Chart of Accounts to facilitate this because we would lose the ability to compare expenses with previous accounting periods and that extracting the data to an external spreadsheet to provide this functional information would be a major project. Director Opel requested an update on the \$50,000 budget for SCADA radios. Sr. Facilities Operator Chris Burt reiterated the cost for SCADA includes the programming of the radios, not just the cost of the radios.

9. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, October 16, 2018. A presentation by a representative from the ACWA JPIA on the insurance programs will be given at the October 16, 2018 Board meeting.

10. ADJOURNMENT: The meeting was adjourned at 4:30 p.m.

Prepared by:

Donna Eggehorn, Administrative Assistant

Reviewed and submitted by:



Acting Secretary to the Board