

**KINNELOA IRRIGATION DISTRICT**  
**Special Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, April 17, 2018**  
**2:30 P.M.**  
**Minutes**

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

**DIRECTORS ABSENT:** Director Tim Eldridge

**STAFF PRESENT:** Melvin Matthews, General Manager; Bernadette Allen, Office Manager/Board Secretary; Chris Burt, Sr. Facilities Operator (joined the open session at 3:03 P.M.)

**1. CALL TO ORDER:** The Chair, Frank Griffith, called the meeting to order at 2:40 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. 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 2:42 P.M., the Board adjourned to closed session.

**4. OPEN SESSION:** The Board reconvened to open session at 3:03 P.M.

**5. REPORT ON CLOSED SESSION:** The Chair stated that no decisions were made.

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

**7. REVIEW OF MINUTES:** The minutes of March 20, 2018, were reviewed. The Chair and Director Opel requested edits to Item 1, Item 5.IV, and Item 8.

It was motioned/seconded/carried unanimously-(Kilburn/Johnson-4/0/0).

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

The minutes of April 3, 2018, were reviewed.

It was motioned/seconded/carried unanimously-(Johnson/Opel-4/0/0).

**“That the Board approves the minutes as presented for filing and posting on the website.”**

**8. REVIEW OF FINANCIAL REPORTS:** Director Opel reviewed the financial reports for March 31, 2018, highlighting that the District had higher water sales than expected and the leased water rights from Alhambra were purchased. The General Manager clarified that leased water rights are pumping rights, not ownership rights and are not a permanent asset. The General Manager also answered questions regarding accounts with large variances.

It was motioned/seconded/carried unanimously-(Opel/Johnson-4/0/0).

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

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

**II. A. HR Activities:** The General Manager stated that the employment offer for Facilities Maintenance Worker was accepted, and the candidate will be working to gain the certifications and experience to advance to the position of Facilities Operator. He also stated that he has accepted the Office Manager’s resignation. He has not started a formal recruiting process, but he is accepting applications.

It was motioned/seconded/carried unanimously-(Opel/Kilburn-4/0/0)

**“That the Board notes with regret Bernadette’s absconding to a life of leisure.”**

**II. C. SCADA Computer Replacement and Software Upgrade Project:** The new computer is working satisfactorily.

**II. E. Activities/Meetings...:** The Chair requested additional information regarding the ACWA legislative update. The General Manager stated ACWA is working on the prevention of a water tax. ACWA is also analyzing bills that may create forced consolidations of small districts.

**III. B. Water Samples...:** This section has a new column that indicates whether the sample was taken at a source or distribution site. The table will be cumulative over the year. The General Manager answered questions regarding various types of samples taken.

**III. C. Facilities Maintenance:** The General Manager stated that the main ongoing project is maintenance at Holly East Tank, and he elaborated on the other repair projects listed. He added, item 5 of this section should be General Pump and not Pump Check.

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

The General Manager stated that as requested by Director Johnson, this item was carried over from the previous meeting. Director Johnson stated that the General Manager did a good job. It is different from a traditional master plan, where the system is looking into the future in response to some driver, such as population growth, development, or new regulations. If you don’t have those things happening, what is the purpose of the master plan? The General Manager agreed and responded that the plan’s summary points out that the Master Plan was for a special purpose at a time, and may be mistitled now, but he recommends that the Board adopts the plan, which does not affect the budget and does not preclude doing something traditional, either in house or with an outside consultant. The main purpose was to update the report for all the projects that have been done. He would entertain suggestions for a title.

Director Johnson added that it is a very useful document because it describes the improvements to the system that have taken place and potential improvements. If the District did not have this document, then there would be a gap. The General Manager stated that he looks at the Master Plan from a project and priority standpoint, and he looks at the ten-year financial plan, so the ten-year plan is a companion document. He is open to suggestions for a different document to address other issues. Director Johnson concluded that the Master Plan is a description of the existing system and assets, and he has no complaints about it. The General Manager urged the Board to approve and added that it is a living document and can be reviewed and changed. Director Kilburn asked about the status of fire hydrants and how many meet the current fire flow requirements. The General Manager stated that not all hydrants have been tested, and the data is not currently in a format that allows analysis. The Chair asked if additional fire hydrants were added after 1993. The General Manager responded that there

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have been hydrants added with every pipeline project. Director Kilburn asked if the new fire flow requirement will be 2000 gallons per minutes (gpm). The General Manager said that the requirement varies with each permit. Director Kilburn asked how much growth will the five districts allow in terms of future population growth with the water that we have? The General Manager answered, that is not possible for him to answer that question, but it is a good question. It is not strictly up to the District, it depends on zoning requirements and new legislation, such as second structures on a lot. Director Kilburn emphasized that how much water is available and will be available is of concern to her. Director Kilburn also asked about how many emergency generators are available, because on Item 10, page 67, E the plan says there is one. The staff replied that is a typographical error. There are six large generators and some smaller generators. Director Kilburn also asked about pre-existing water sources and pipelines that predate 1953. The General Manager said that for a lot of the east side of the District, much of the original piping was irrigation for orchards and ranches and much of it is not documented. When the piping is found, it is evaluated and often, it is cut, capped and plugged and eliminated from the system. Director Kilburn commented that she calculated that the KID added about 349 services through the years to our current 587 services. The staff replied that in 1953, there were just under 200. In 1974, Mira Loma had approximately 225, and then additional services have been added with tract developments. The General Manager stated that with some of the additions, the District did receive water rights, so the expansion came with an asset of available water to pump. Director Opel asked if part of the system only has 750 gpm fire flow, and the staff replied that it is scattered. Director Opel asked for clarification regarding the statement on Item 10 – page 65, that the goal is to provide 1250 gpm, but on Item 10 – page 69, that the District would rely on pumps rather than reservoir capacity to achieve the goal. The General Manager said that it's not just the storage capacity, you need the pumps to achieve flows for a desired time. Additional discussion continued on how fire flow tests are performed. Director Opel requested a map of the hydrants, showing the flow for each hydrant in the District. The General Manager replied, there is no graphical or map representation of the hydrants. There is data on some hydrants, and that data has not been stored in a way that allows any kind of analysis nor does it allow conversion into a graphic or map format. The General Manager said he will attempt to total the quantity of fire hydrants ranges. It was motioned/seconded-(Kilburn/Johnson)

**“That the Board adopts the revised Water Master Plan for the Kinneloa Irrigation District, Revision 4.”**

The Sr. Facilities Operator stated that he had concerns about some of the items that were redlined and marked for removal. Director Johnson asked if the concerns had already been discussed with the General Manager. The General Manager said that this was the first time he was hearing about any concerns. Director Johnson added that the final product should be presented to the Board. Director Kilburn requested to table the motion and bring the plan back to the Board at the next meeting. Director Opel added that the rationale for the original plan was a consequence of the 1993 firestorm, and the Master Plan to a certain extent, should be about fire protection. He is concerned that in the plan and the project priority list, that more attention be paid to every home owner in District 5 and everyone in KID is served equitably. The General Manager replied that he tried to establish a project priority order that benefits

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most of KID customers, and the Board can discuss it. Director Johnson agreed that the Board needs to express to the General Manager what they want to be considered in the Master Plan, including priorities. The General Manager reminded the Board that the current plan is obsolete, and his purpose is to have an updated current plan. The Board agreed to table the motion and carry the item over to the next meeting.

**11. BROWN WELL AND BROWN RESERVOIR EASEMENTS:** The General Manager stated that the memo was in response to the Board's request to research the easements at Brown Well and Brown Reservoir. The Chair handed out a LA County Assessor map, which is attached to these minutes. Director Johnson and Director Opel thought an attorney should review the easement. The Board expressed interest in seeing the site in person and the General Manager agreed to go with members to the location.

**12. GENERAL MANAGER JOB DESCRIPTION:** Director Kilburn requested the item be carried over to the next meeting. The Board agreed.

**13. EMPLOYEE PERFORMANCE EVALUATION FORM:** Director Kilburn requested the item be carried over to the next meeting. The Board agreed.

**14. REGULAR BOARD MEETING TIME:** Director Kilburn requested the item be carried over to the next meeting. The Board agreed.

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


**16. CALENDAR:** The next regular meeting will be at 3:00 P.M. on Tuesday, May 15, 2018, with a closed session on Tuesday, May 15, 2018, at 2:30 P.M. Director Johnson stated that he will not be at the May meeting.

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

1. Water Master Plan for the Kinneloa Irrigation District – discuss and adopt
2. Brown Well and Brown Reservoir Easements – discuss and decide
3. General Manager Job Description – discuss and approve
4. Employee Performance Evaluation Form – discuss and decide
5. Regular Board Meeting Time – discuss and decide
6. Public Employee Performance Evaluation – closed session

**17. ADJOURNMENT:** The meeting was adjourned at 4:43 P.M.

Respectfully submitted,



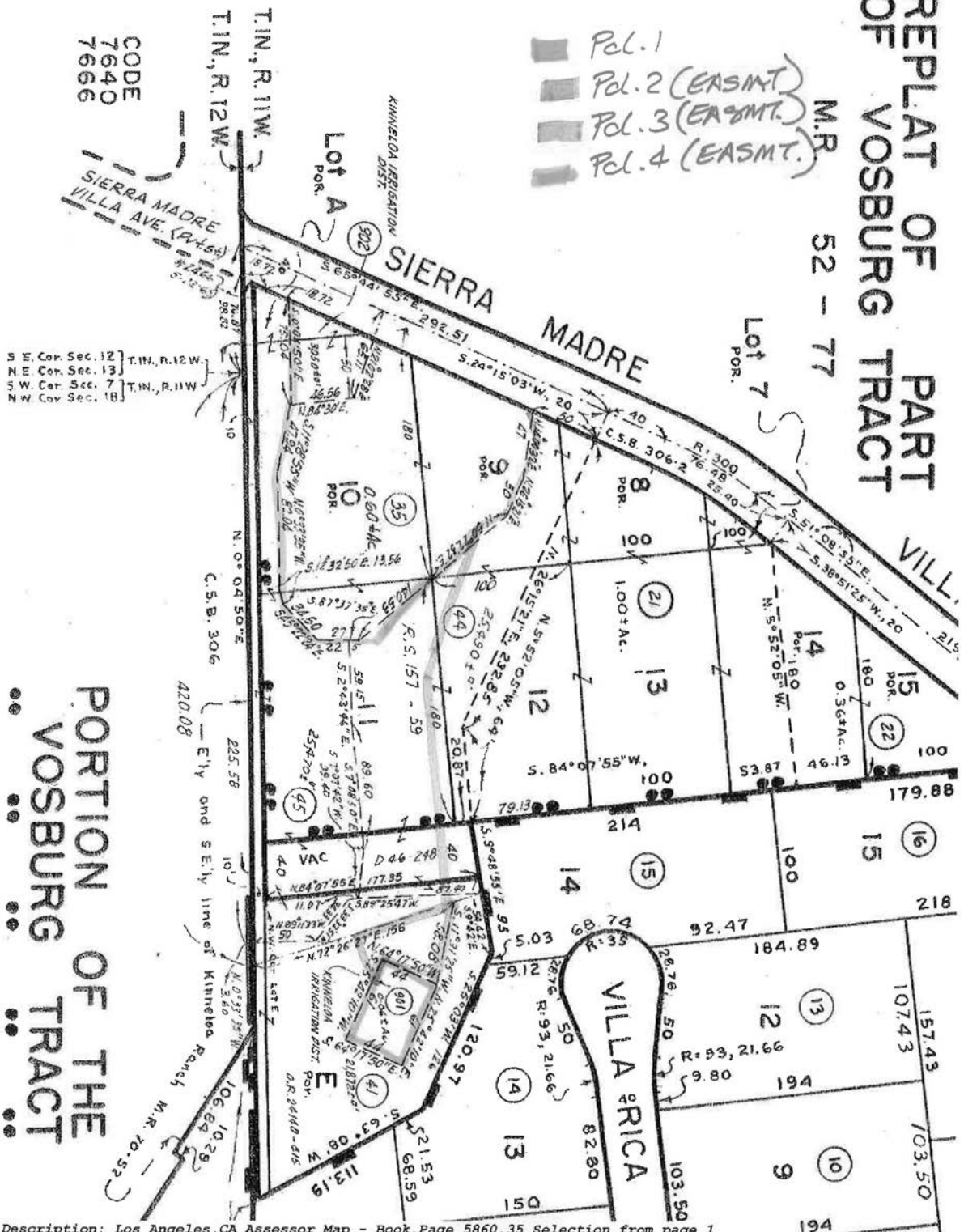
Bernadette C. Allen  
Secretary to the Board

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**REPLAT OF PART OF VOSBURG TRACT**

M.R. 52 - 77

- Pol. 1
- Pol. 2 (EASMT)
- Pol. 3 (EASMT)
- Pol. 4 (EASMT)



S. E. Cor. Sec. 12 } T.1N., R.12W.  
 N. E. Cor. Sec. 13 } T.1N., R.11W.  
 S. W. Cor. Sec. 7 } T.1N., R.11W.  
 N. W. Cor. Sec. 18 }

**PORTION OF THE VOSBURG TRACT**

Description: Los Angeles, CA Assessor Map - Book Page 5860.35 Selection from page 1  
 Order: gg Comment: