

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, February 19, 2019
3:00 p.m.
Minutes

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

DIRECTORS ABSENT: None

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

1. CALL TO ORDER: Chair Gordon Johnson called the meeting to order at 3:01 p.m. A quorum of Board Members was present. The Agenda was reviewed, and the Chair requested that item 6 be moved up to after review of the minutes, item 3. No other changes were requested.

2. PUBLIC COMMENT: Present were Linda Szerdahelyi-resident and Don Murphy-resident. No one requested to speak at this time.

3. REVIEW OF MINUTES: The minutes of January 15, 2019 were reviewed. Motioned/seconded/carried-(Kilburn/Griffith) and approved by a vote of 5/0 Ayes-Griffith, Johnson, Kilburn, Opel, Eldridge/Noes-0

6. PROPOSAL TO LOCATE EMERGENCY SUPPLY STORAGE UNIT ON DISTRICT PROPERTY: The proposal presented by the Kinneloa Canyon Association was reviewed. The president of association, Don Murphy answered questions from the directors concerning landscaping, security and the stocking of items and whether the project had been presented to the association's residents. Mr. Murphy agreed to send out a letter to the association's members. Motioned/seconded/carried-(Griffith/Kilburn) and approved by a vote of 5/0 "to direct the General Manager to prepare an agreement and provide a draft to the Kinneloa Canyon Association Board of Directors and the KID attorney for review and then bring the agreement back to the Board for final review and approval." Ayes-Griffith, Johnson, Kilburn, Opel, Eldridge/Noes-0

4. REVIEW OF FINANCIAL REPORTS: Director/Treasurer Opel reviewed the financial reports for January 31, 2019, highlighting that the District had slightly lower water sales as compared to the budget, that operations and maintenance expenses were very close to the budget this month and that the net income was higher than the budgeted amount. Motioned/seconded/carried-(Griffith/Opel) and approved by a vote of 5/0 to receive and file the financial report.

7. GENERAL MANAGER'S REPORT: The General Manager highlighted items in the report and answered questions from the Directors regarding his activities and projects. Motioned/seconded/carried by a vote of 5/0 to receive and file the report.

8. INFORMATION ITEMS: The General Manager presented the three information items on the agenda and answered questions from the Directors. No action was required or taken.

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9. CAPITAL IMPROVEMENT AND MAINTENANCE PROJECTS: The General Manager reviewed the 14 pipeline projects identified in the *Water Master Plan* and described the projects by referring to the system map projected on the screen and indicated the purpose and benefits of each project. He answered Directors' questions regarding each project and indicated that the priority order has been updated for completed projects but was originally established by the consulting engineer. He indicated that a more streamlined process for development of plans might be possible for smaller projects and repair projects, but the priority order of major projects could change depending on the available funds, the availability of our design engineers and our ability to manage the projects. The General Manager recommended starting the design of one major pipeline project and two additional smaller projects to replace pipelines with repeated leak or maintenance problems. He indicated that the current reserve fund available for projects is about \$700,000.

Motioned/seconded/carried by a vote of 5/0 "to direct the General Manager to bring back to the Board information on his recommended pipeline projects for 2019 and 2020."

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54957(b)(1): Title: General Manager. At 5:30 p.m., the Board adjourned to closed session for the General Manager's performance evaluation.

11. OPEN SESSION – REPORT ON CLOSED SESSION: The Board reconvened to open session at 6:15 p.m. The Chair stated that no decisions and no actions were taken.

12. DIRECTOR REPORTS AND/OR COMMENTS: Director Kilburn will be absent at the March 19, 2019 meeting. Chairman Johnson requested the scheduling of a special meeting to continue the General Manager's performance evaluation. There were no other reports and no comments.

13. CALENDAR: The next regular meeting will be at 3:00 p.m. on Tuesday, March 19, 2019.

14. ADJOURNMENT: The meeting was adjourned at 6:20 p.m.

Prepared by:



Melvin L Matthews
Acting Secretary to the Board