

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, November 16, 2021, 3:00 P.M.

## MINUTES

The meeting was conducted at the District Board Room and by teleconference in accordance with the Brown Act. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

**DIRECTORS PRESENT:** Zoom teleconference/videoconference  
(In-Person): Stephen Brown, Tim Eldridge, Gordon Johnson & Gerrie Kilburn & David Moritz

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** (In-Person): General Manager, Melvin Matthews; Office Manager, Martin Aragon

**PUBLIC PRESENT:** (In-Person): John Robinson of John Robinson Consulting Inc.

**1. CALL TO ORDER:**

Director Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:** None

**3. REVIEW OF MINUTES:**

*October 19, 2021* – Gerrie Kilburn motioned to accept the minutes for filing with one revision indicating the Board’s previous direction to follow through with the map updates and seconded by Stephen Brown. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

**4. REVIEW OF FINANCIAL REPORTS:**

Director David Moritz reviewed the Financial Reports. Stephen Brown motioned to approve the financial reports for filing and seconded by Tim Eldridge. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

## 5. GENERAL MANAGER'S REPORT:

The General Manager presented his report.

### *Discussion Outcome:*

*The continued testing of the AMI system is successful. Melvin Matthews explained he will present a Subeca proposal at the next meeting to continue with the installation of Subeca devices. Melvin Matthews offered Subeca training to Directors who may be interested.*

*Melvin Matthews explained that a deadline he established for the completion of the House Tunnel project by the end of the year.*

*Director Johnson requested that the Goals and Objectives appear on the December agenda to be adopted for next year.*

*The GM has asked Chris Burt to contact SA Associates for the progress towards completing the map updates.*

### Topic: FORMAT OF MINUTES:

Director Eldridge recognized the limited resources at the District but explained if a more expanded version of the minutes is not created it would not be worthy of discussion.

Director Johnson suggested that the Board Clerk delivered the draft minutes to the Directors as soon as possible after each meeting and request Directors to site specific conversations and conclusions and returned to the Board Clerk to respond.

Director Kilburn confirmed with Director Eldridge that what he is requesting is the rationale to any action taken. Director Kilburn added that in previous experience expanded minutes occasionally caused the public to misinterpret what was said during the meeting, which led to limiting the minutes to key discussion points.

Directors Johnson, Eldridge, Brown, and Melvin Matthews agreed that cost of transcribed minutes should be explored by the District and presented as an option.

Director Johnson proclaimed as another option he could meet with Melvin Matthews to discuss the key points using the agenda.

Director Johnson offered another option of sitting down with Melvin Matthews after the meeting to discuss the key points after each of the meetings.

### *Discussion Outcome:*

*The Board agreed to develop a more efficient method of conducting meetings to clearly introduce the key points and/or conclusions of assorted topics.*

*Director Johnson requested that the Board members send to Melvin Matthews or the Board Clerk their reflection of the key points. Meanwhile he will meet with Melvin Matthews.*

**6. EVALUATION OF CURRENT MASTER PLAN:**

General Manager Mel Matthews introduced John Robinson of John Robinson Consulting Inc., who offered a proposal to develop the District's Master Plan. Tim Eldridge motioned to accept the John Robinson Consulting Inc. proposal along with the formation of an Ad Hoc Master Plan Committee and seconded by Stephen Brown. The Chairperson conducted a roll call vote. Director's Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted Aye.

*Discussion Outcome:*

*Water Master Plan Ad Hoc Committee will be formed to collaborate along with John Robinson and Melvin Matthews.*

**7. OUTREACH DISCUSSION AND PROPOSAL TO PREPARE QUARTERLY NEWSLETTER:**

General Manager Melvin Matthews presented an update of the current outreach distribution of the District and provided an estimate from CV Strategies to assist with further distribution of four newsletters.

*Discussion Outcome:*

*Mel Matthews intends on partnering with Director Stephen Brown to negotiate a fair cost from CV Strategies.*

**8. SYSTEM MAP UPDATE:**

The General Manager presented and discussed the progress in updating the system maps.

**9. BROWN-GLEN PIPELINE REPLACEMENT PROJECT:**

General Manager, Melvin Matthews explained that the proposed project would replace 4- and 6-inch steel mains in Sierra Madre Villa Ave south of Barhite Street in Villa Knolls south on Edgecliff Drive. It will not replace the pipeline back to the Brown or Glen reservoirs. At the corner of Sierra Madre Villa Ave and Barhite Street two 6-inch lines come together, one from the Brown and the other from the Glen reservoirs. The pipeline improvement would involve the replacement of the 4 and 6-inch pipelines with 8 and 12-inch pipelines that will resolve fire flow concerns. Because of the limited storage and the restrictions of flow in the Brown/Glen Zone the District is exploring the idea of adding an automatic valve between the Vosburg zone and the Brown/Glen zone to provide additional flow and capacity to meet demands on the system. There are two manual valves that achieve this purpose and an additional booster pump at the Wilcox reservoir to help meet the system demands. Because it requires operator intervention, it would be more efficient to have an automatic valve operating when the system demanded an adjustment. However, the location and cost of installing an automatic valve will require further investigation.

*Discussion Outcome:*

*Mel Matthews agreed to meet with Chris Burt, Director Gordon Johnson, and Terry Kerger of Civiltec Engineering to discuss the proposed Brown/Glen Project.*

**10. SALARY ADJUSTMENTS FOR 2022:**

Gerrie Kilburn motioned to approve a cost-of-living increase of 6.0% for all staff including the General Manager to become effective in December and seconded by Tim Eldridge. The Chairperson conducted a roll call vote. Directors Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

*Discussion Outcome:*

*Chairman Gordon Johnson recommended an annual agenda item to be scheduled to decide upon a cost-of-living increase for staff.*

*Chairman Gordon Johnson explained that Melvin Matthews has requested a review of his salary. The Personnel committee will meet to discuss the matter and will present the conclusions at the December Board meeting.*

**11. RESOLUTION 2021-11-16:**

The resolution to formalize the customer outreach initiatives will be re-introduced at the next board meeting after minor revisions. Tim Eldridge motioned to accept Resolution 2021-10-19 with two changes. For the group heading “Capital Projects,” at the third bullet point, replace “owners” with “issues.” At the fifth bullet point, strike “and final” and include an additional sixth bullet to read “Final letter following completion of project” seconded by Stephen Brown. The Board conducted a role call vote. Director’s Stephen Brown, Tim Eldridge, Gordon Johnson, Gerrie Kilburn and David Moritz all voted *Aye*.

**12. EMERGENCY RESPONSE PLAN:**

*Discussion Outcome:*

Director Gordon Johnson requested that the Goals and Objectives be placed on the agenda for adoption.

**13. DIRECTOR REPORTS AND/OR COMMENTS:**

Stephen Brown announced that Frank Griffith sent his regards to the Board and recognized David Moritz for his design and creation of a wooden Kinneloa Irrigation District sign.

**14. ADJOURNMENT**

**Chairman Johnson adjourned the meeting at 5:55 pm.**

**Prepared and submitted by,**

*Martin Aragon*

**Martin Aragon  
Office Manager/Board Clerk**

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