

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, July 23, 2024, 3:30 P.M.
MINUTES

The meeting was conducted in the District Board Room and by teleconference in accordance with the Brown Act and AB 2449. The District offered the public the option to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: In-Person: Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel, John Felton

DIRECTORS ABSENT: none

STAFF PRESENT: In-Person: Tom Majich-General Manager (GM), Chris Burt (joined at 4:20pm)

PUBLIC PRESENT: In-Person: Benjamin Brown

1. CALL TO ORDER:

Chairman called the meeting to order at 3:45 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT:

Benjamin Brown introduced himself as a District resident interested in the discussion to be had today.

3. REVIEW OF MINUTES:

Subject to a noted revision in Item #14, Director Eldridge motioned to approve the **June 25, 2024, Regular Meeting** Minutes for filing and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

4. REVIEW OF FINANCIAL REPORTS:

The General Manager presented the June 2024 financial reports. Director Eldridge motioned to approve the reports for filing and was seconded by Director Johnson. It was motioned/seconded/carried unanimously – (Eldridge / Johnson – 5 Aye / 0 Nay / 0 Abstain / 0 Absent)

5. INFORMATION ITEMS:

a. The General Manager shared a water audit for the period of 5/23/24-6/25/24 indicating that 4.2% of water produced in that period was non-revenue generating while the calendar year to date loss is 15.61%.

b. The General Manager provided a Water Quality Testing Report for June 2024

c. The GM reviewed the Tier 2 Notice regarding Fluoride levels distributed to all District customers

- d. The GM reviewed the timeline and work to date to complete the Lead Service Line Inventory which is due on 10/16/24.
- e. The GM reviewed the work completed to date on the supplemental GIS field data collection effort.
- f. The GM proposed that the fall newsletter be sent out immediately after Labor Day. A proposed outline of topics will be presented at the next Board meeting. The GM will work with Director Brown to start developing the newsletter content.
- g. The GM reviewed the California SAFER Dashboard website indicating the District is currently classified as an “At-Risk” system and discussing errors in the evaluation that are being corrected by the State presently.
- h. The GM noted that the Brown Well landscape maintenance has resumed. The GM is looking for any agreement that may be on file regarding the storage unit at the District offices for the Kinneloa Estates HOA.
- i. District staff is working on a memo reviewing the status of backup, security and other considerations for all District IT systems. The memo will be presented at the next Board meeting and adapted for inclusion in the master plan.
- j. The Eucalyptus Tunnel continues to test positive for total coliform but not for e. Coli. One round of speciation analysis has been completed; a second round is in progress. Following completion of the speciation analysis the GM will make a recommendation on how to treat this source going forward.

6. AD HOC PERSONNEL COMMITTEE:

The Ad Hoc Personnel Committee has not met with the GM since the June Board meeting but is reviewing several documents prepared by the GM and will meet formally in August.

7. AD HOC MASTER PLAN COMMITTEE REPORT:

The Ad Hoc Master Plan Committee met on Friday, July 19th to review the plan draft and the updated Ten-Year Capital Improvement Plan (10). The GM noted that formal approval of the 10-Year CIP plan will be on the agenda for the August meeting. The GM will send the detailed CIP plan of the meeting for Director review.

8. GENERAL MANAGER’S REPORT:

The General Manager presented the monthly report on District activities, water supply and production. A year-to-date summary of the Watermaster Year ending June 2024 was reviewed.

9. DIRECTOR REPORTS AND/OR COMMENTS:

Director Feliton noted that a vacant property in his Division is in escrow to be sold and inquired about District protocol for providing new water service to properties being developed.

10. CALENDAR: Upcoming regular meetings: August 27, 2024; September 24, 2024; October 22, 2024

11. ADJOURNMENT:

Chairman Brown adjourned the meeting at 5:15 P.M.

Prepared and submitted by,

Tom Majich, General Manager