

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, June 25, 2024, 3:00 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): Gordon Johnson, Timothy Eldridge, William Opel, John Feliton

**DIRECTORS ABSENT:** Stephen Brown

**STAFF PRESENT:** (In-Person): Tom Majich-General Manager (GM), Chris Burt

**PUBLIC PRESENT:** (In-Person): Gail Egan

**1. CALL TO ORDER:**

Secretary Johnson called the meeting to order at 3:02 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:**

Gail Egan of Egan & Egan CPA's introduced herself and noted she was in attendance with respect to Agenda Item 3.

**3. FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022 AND INDEPENDENT AUDITOR'S REPORT -**

Gail Egan responded to various inquiries from the Directors regarding the audit and financial reports. There was a detailed discussion of CalPERS impact to the District's financial situation and preparation of the financial statements. It was noted by the GM and Gail Egan that the forms for filing the audit with the State Controller's office are not yet available and are expected later in the year.

Director Opel motioned to approve the Financial Statements and Independent Auditor's Report for the Years Ended December 31, 2023 and 2022 for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Opel / Eldridge – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

**4. REVIEW OF MINUTES:**

Director Eldridge motioned to approve the **May 28, 2024 Special Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

**5. REVIEW OF MINUTES:**

Director Eldridge motioned to approve the **May 28, 2024 Regular Meeting** Minutes for filing and was seconded by Director Feliton. It was motioned/seconded/carried unanimously – (Eldridge / Feliton – 4 Aye / 0 Nay / 0 Abstain / 1 Absent)

**6. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the May 2024 financial reports. Director Opel motioned to approve the reports for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Opel / Eldridge – 4 Aye / 0 Nay /0 Abstain/1 Absent)

**7. WORKPLACE VIOLENCE PREVENTION PLAN:**

The General Manager presented a proposed Workplace Violence Prevention Plan to comply with SB 553 enacted September 30, 2023 requiring all employers (subject to certain exceptions) to establish, implement, and maintain an effective Workplace Violence Prevention Plan by July 1, 2024.

Director Feliton motioned to adopt the plan as presented and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Feliton / Opel – 4 Aye / 0 Nay /0 Abstain/1 Absent)

**8. INFORMATION ITEMS:**

- a. The General Manager shared a water audit for the period of 4/26/24-5/23/24 indicating that 19.3% of water produced in that period was non-revenue generating.
- b. The General Manager provided a Water Quality Testing Report for May 2024
- c. The GM reviewed the 2023 Consumer Confidence Report (CCR) which was distributed to all customers with their June invoice. Customers receiving a mailed paper bill received a paper copy of the CCR, customers receiving an electronic bill were provided a link to download the CCR. The CCR is also available on the District’s website under the “Water Quality” section.
- d. The GM noted that various meetings have been held with the consultant preparing the Rate Study in preparation for the next Board Workshop scheduled for July 23, 2024
- e. The GM noted that the Division of Drinking Water (DDW) is still reviewing the revised Fluoride Blending Treatment proposal.
- g. The GM noted that the equipment required to initiate the next round of GIS data collection has arrived. The District’s GIS consultant will meet with District Staff on July 9<sup>th</sup> for training on using the devices and collecting additional data points.

**9. AD HOC PERSONNEL COMMITTEE:**

The Ad Hoc Personnel Committee met with the GM to review a proposed staffing plan for the forthcoming fiscal year and reviewed a variety of other personnel issues. The GM and the Committee will meet again following the July Board meeting to continue development of updated job descriptions, pay scales and other potential changes to the employee policies and procedures manual for full Board consideration at a later date.

**10. AD HOC MASTER PLAN COMMITTEE REPORT:**

The Ad Hoc Master Plan Committee did not meet since the last Board Meeting, the GM will schedule a meeting in advance of the July Board Meeting to review the current draft of the water system analysis and improvement plan.

**11. 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.

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

Director Feliton noted that the Kinneloa Mesa Association is planning some road repair work and asked if the District would be able to temporarily divert the runoff from House and Hi-Lo Tunnels to accommodate the work. The GM noted that this is possible and to share the proposed schedule so that District staff can make any modifications necessary.

**13. CALENDAR:** Upcoming regular meetings: July 23, 2024; August 27, 2024; September 24, 2024

**14. ADJOURNMENT:**

**Director Johnson adjourned the meeting at 5:30 P.M.**

**Prepared and submitted by,**

**Tom Majich, General Manager**