

# KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors  
1999 Kinclair Drive, Pasadena, CA 91107  
Tuesday, March 26, 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): Stephen Brown, Gordon Johnson, Timothy Eldridge, William Opel

**DIRECTORS ABSENT:** none

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

**PUBLIC PRESENT:** John Feliton

**1. CALL TO ORDER:**

Chairman Brown called the meeting to order at 3:05 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

**2. PUBLIC COMMENT:**

Mr. John Feliton noted that he has formally submitted his qualifications to be considered for appointment to the Board of Directors, representing Division 1.

**3. REVIEW OF MINUTES:**

Director Opel motioned to approve the **February 27, 2024 Special Meeting** Minutes for filing and was seconded by Director Eldridge. It was motioned/seconded/carried unanimously – (Opel / Eldridge – 4 Aye / 0 Nay /0 Abstain/0 Absent)

**4. REVIEW OF MINUTES:**

Director Johnson motioned to approve the **February 27, 2024 Regular Meeting** Minutes for filing with a noted correction to the spelling of Mr. John Feliton’s name and with the direction to include the expansion of any acronym with the acronym then noted in parentheses the first time it is used in a document, and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Johnson / Opel – 4 Aye / 0 Nay /0 Abstain/0 Absent)

**5. REVIEW OF FINANCIAL REPORTS:**

The General Manager presented the February 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 – 4 Aye/0 Nay /0 Abstain/0 Absent)

**6. ELECTION LAFCO SPECIAL DISTRICT REPRESENTATIVE:**

The General Manager was authorized to submit a ballot in favor of Donald Dear for Special District LAFCO Voting Member for the term expiring in May 2028. It was motioned/seconded/carried – (Johnson / Eldridge – 3 Aye / 1 Nay-Opel / 0 Abstain / 0 Absent)

**7. RESOLUTION: DESIGNATION OF AGENT FOR FEMA & CalOES FUNDING:**

A resolution which would designate the General Manager the Agent of the District to file applications and execute necessary documents to receive funding for all open and future disasters for up to three (3) years was reviewed. Director Eldridge motioned to adopt the resolution and was seconded by Director Opel. It was motioned/seconded/carried unanimously – (Eldridge / Opel – 4 Aye/0 Nay /0 Abstain/0 Absent)

**8. FIVE YEAR REVIEW OF CONSULTANT ENGAGEMENTS:**

The General Manager prepared a memo noting status of engagements for District Engineer, Auditor and Attorney. The GM was directed to present a motion for Board approval in the 3<sup>rd</sup> quarter of this year.

**9. INFORMATION ITEMS:**

- a. The General Manager shared a water audit for the period of 1/26/24 - 2/26/24 indicating that 24.7% of water produced in that period was non-revenue generating.
- b. The General Manager shared the District's options for making operational changes in the field to support additional fire flow when needed.
- c. The General Manager provided a Water Quality Testing Report for February 2024
- d. Topics for the Spring 2024 Customer Newsletter were discussed and the GM was directed to have CV Strategies prepare the final draft.
- e. The GM noted that piping diagrams for proposed blending stations are being developed and will be included in the next submittal to the Division of Drinking Water (DDW) for the Fluoride Blending Treatment Permit Amendment.
- f. The GM shared the notice that was distributed to residents of Division 1 regarding the Board vacancy in Division 1.
- g. The GM shared updates on proposed MWD rate increases and potential increase in the ad valorem property tax which would impact District customers.
- h. The GM noted that the approved Strategic Goals and Objectives for 2024 had been posted to the District website.

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

The GM reported that the committee has not met since the most recent Board Meeting given that the Special Board Meeting was established for purposes of discussing Master Plan progression.

**11. GENERAL MANAGER'S REPORT:**

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

**12. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section § 54957(b)(1):**

Title: General Manager

**13. REPORT ON CLOSED SESSION:**

Chairman Brown announced the closed session concluded and no action was taken.

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

Director Johnson requested that the GM add to the agenda for the next Regular Meeting a Resolution of Appreciation for former Director Gerrie Kilburn.

**15. CALENDAR:** Upcoming regular meetings: April 23, 2024; May 28, 2024; June 25, 2024

**16. ADJOURNMENT:**

Chairman Brown adjourned the meeting at 5:25 P.M.

Prepared and submitted by,

Tom Majich, General Manager