

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
APRIL 20, 2004**

MEMBERS PRESENT: Directors Barkhurst, Brain, Pickard, Sorell and Stock.

STAFF PRESENT: Melvin Matthews, Shirley Burt

CALL TO ORDER: The meeting was called to order by the Acting Chair, Steve Sorell, at 1937 hours. He stated that a quorum of the Board was present and that there had been a request to move Item #3 forward on the Agenda so that a presentation could be made to the Board by Donald Dear who is running for a seat on the LAFCO Board. The Board unanimously agreed to hold Item #3 for discussion until Mr. Dear could be present.

PUBLIC COMMENT

The members of the public did not wish to comment at this time.

REVIEW OF DEPARTMENT OF HEALTH SERVICES REPORT (DOHS)

The General Manager reviewed the DOHS report and stated, that after conversation with the DOHS, some of the recommendations have been changed or deleted. Another letter is expected from DOHS with updated recommendations. The Board requested copies of the responses that Staff had sent to DOHS in response to the recommendations.

NOMINATION OF REPRESENTATIVE TO LAFCO BOARD

The Chair acknowledged Mr. Donald Dear who then introduced himself and made a presentation to the Board requesting their support for his nomination to the LAFCO Board. Following his presentation the Chair stated that he would vote for Mr. Dear to be a member of the LAFCO Board.

APPROVE RESOLUTION 2004-4-20 -- PROPOSED CHANGES TO RULES AND REGULATIONS POLICY MANUAL

Following a review of the proposed changes to the Rules and Regulations Policy Manual it was M/S/C (Sorell/Pickard-5/0) -- **“That the proposed changes be approved, placed into the District Manual, and all Customers appropriately notified.”** (A copy of the approved changes are attached to these minutes.)

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REVIEW COMPENSATION AND MERIT INCREASE POLICY FOR NONEXEMPT EMPLOYEES

The Board reviewed the recommendation made at the January 19, 2004 meeting and the Policy as stated in the Policy and Procedures Manual. Following comments from individual Board Members with suggestions as to possible changes to the Policy and Procedure Manual, it was M/S/C (Sorell/Stock-5/0) **“That we allow the General Manager to make salary adjustments consistent with the motion made at the January meeting without regard to Salary Caps.”** It was requested that the General Manager report back to the Board as to how he implemented the motion.

CONSIDER THE GENERAL MANAGER’S CONTRACT

The Chair reviewed the items that the Ad Hoc committee had discussed and enumerated the following suggested terms: 1)--\$6,000 per month base pay, 2)-- automatic increase at the time certifications are obtained, 3) --full PERS coverage, 4) -- health benefits to be determined. Following review of the committee recommendations it was M/S/C (Sorell/Pickard-5/0) -**“That an employment letter be submitted to Melvin Matthews by the Chair, Steve Sorell, stating that the monthly salary will be \$6,000. per month, with an increase to \$300. per month at such time as Class 2 License is obtained, that full PERS coverage will be paid by the District and that health benefits consistent with the policy that we have for all employees, namely 100 % coverage for the employee and 70 % coverage for the dependents, will be paid by the District.”**

GENERAL MANAGER’S REPORT

The General Manager reviewed his report as included in the Board Packet. Following this review, the Chair requested that the General Manager write a letter to High Point Academy and the Church of Christ explaining the reason for the delay in paving Eaton Canyon Road and the future plan for the paving.

REVIEW OF THE MINUTES

The minutes of the Regular Meeting of March 16, 2004, the Special Meeting of March 3, 2004, and the Special Meeting of April 1, 2004 were approved as presented with one typographical error to be corrected in the March 16, 2004 minutes.

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ELECTION OF BOARD OFFICERS

It was M/S/C (Brain/Pickard-5/0)- **“That Steve Sorell be elected Chairman.”** Director Barkhurst was nominated for Treasurer but declined at this time saying he would serve on the budget committee and consider serving in that position at the end of the year. Following discussion as to whether one Board Member could hold two Board Officer positions, it was M/S/C (Brain/Pickard-5/0)- **“That Steve Sorell retain his position as Treasurer.”**

REVIEW OF FINANCIAL REPORTS

The Financial Report of March 31, 2004 was approved for filing as presented.

ITEMS FOR NEXT AGENDA

- Continuation of April General Manager’s Report
- Report of Nonexempt Employee Salary Adjustments

ADJOURNMENT

The meeting was adjourned at 2030 hours. The next Regular Meeting will be held on May 18.

Respectfully submitted,

Shirley Burt
Secretary To The Board