

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

MEMBERS PRESENT: Directors Barkhurst, Griffith, Kilburn and Pickard.
Director Sorell arrived at 19:45.

STAFF PRESENT: Melvin Matthews, General Manager
Chris Burt, Facilities Supervisor
Shirley Burt, Administrative Assistant

CALL TO ORDER: The meeting was called to order at 1933 hours by the **Chair, Richard Barkhurst**. He noted that there was a quorum of the Board present. The Agenda was unanimously approved as presented.

PUBLIC COMMENT:

No one from the Public wished to speak at this time.

2007 CAPITAL PROJECTS:

Mr. Matthews reviewed his memo to the Board in which he identified two pipeline projects that are being considered for the year 2007.

- 1) The extension of the K-3 pipeline from Eaton Canyon Road to the Wilcox Well feed line to the Wilcox Reservoir.
- 2) The extension of the Sierra Madre Villa main and interconnection at Fairpoint Street which is a joint project with the City of Pasadena.

He called their attention to the next page of pipeline projects that might be considered if the second pipeline project does not get scheduled by the City of Pasadena for this year. He explained that if another pipeline project is scheduled he will group the first five projects on the second page together so as to make the project economically sound and the dollar amount sufficient so as to interest more contractors to bid on the project. He said that the driving dollar amount for capital projects for each year is approximately \$300,000.

Director Kilburn questioned why some of the pipeline projects do not go to the end of the street and the explanation given by **Mr. Matthews** and **Mr. Burt** was that --

- 1) The pipeline projects as listed are to improve fire flow and therefore go to the last fire hydrant on the street usually with an 8" main.
- 2) In addition if conditions warrant and the engineer agrees, the pipeline will then be extended with a smaller main size to the last meter which is not always at the very end of the street.
- 3) The age and condition of the pipe also determines the time of replacement

Director Griffith questioned whether the Fire Hydrants would also be upgraded and **Mr. Burt** replied that they would be.

Director Barkhurst suggested that since Project No. 2 is uncertain he would add a Project #3 which is the first five pipeline projects on page two and **Mr. Matthews** agreed.

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

Page 2

SELECTION OF K-3 WATER MAIN EXTENSION ENGINEERING FIRM:

Mr. Matthews stated that he solicited six engineering firms to submit bids for the project and that four firms declined because the project was too small, one company did not reply, and the sixth company was extremely busy. He stated that he is recommending SA Associates and that he had received good referrals for this company from three of the companies that did not bid on the project. He stated that he would like to get another firm involved with the District and also move on this project and that this firm is able to proceed now.

Director Griffith questioned as to how long the company had been in business and **Mr. Matthews** replied five years.

Director Griffith questioned as to why, on the plan view only, the District is not getting a profile and **Mr. Matthews** stated that typically the District has not and that on this particular project it did not seem required and it was just another cost item.

Director Griffith stated that he did not know where the District was with "as built plans" now but many years ago there weren't many and the number of profiles included at that time was unknown and it would be nice to know.

Mr. Matthews replied that it does not mean you don't know how deep things are. The specifications tell where the pipe should be and that the fact of not having a profile view of a pipe buried 48 inches on a drawing does not add anything to the future and it is more important to know where it is in the street.

Director Griffith stated that however things change and things get built over the pipeline or the road gets changed. He explained that he had worked for the Metropolitan Water District and on every project they always had both.

Mr. Matthews stated that in is thirty years with the cable industry they had never had profile drawings.

Director Barkhurst questioned **Mr. Matthews** as to whether it was his idea or the engineers idea that no profile be prepared.

Mr. Matthews replied that he had told all of the bidders that there would be no profile done.

Director Griffith questioned

- 1) Whether in #12 "prepare detail estimates of quantities" referred to material quantities and **Mr. Matthews** replied yes.
- 2) Whether the use of the word "cities" should be the corrected and **Mr. Matthews** replied that the engineer is aware that the project is in the county portion of New York Drive and that that is just the usual boiler plate wording that is being used.
- 3) Whether the resumes of the individuals could be included in the report next time.
- 4) Whether the work includes inspection for the cost of the \$9500. and **Mr. Matthews** replied that generally that is a separate item and that, depending upon his availability, he could chose to do the project management and inspection. He further stated that generally for something like this he would hire an outside firm to do the inspection but those are all extra cost items that can easily add up to 25 or 30 % of the contract price and so his preference is

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

to start with the basic package of plans and specifications and then, to the extent that he wants, to take advantage of their services or another company's services for inspection.

Page 3

5) Whether "As built plans" are included in the \$9500 price and **Mr. Matthews** replied yes. **Director Sorell** asked what the expected price for the installation of the 1000 feet of ductile iron pipe would be and **Mr. Matthews** replied that originally it was budgeted at \$75,000. but that it could be somewhere near \$100,000. as that estimate was given two years ago. He further explained that the number of contractors available is shrinking and the large amount of work to be done in the local area causes the bids to come in higher than expected.

It was M/S/C –(Sorell/Pickard-5/0) – “That the General Manager award the contract to SA Associates in the amount of \$9500. for the development of Plans and Specifications for the Extension of the K-3 Transmission Main Project on New York Drive”.

GENERAL MANAGER'S REPORT

Mr. Matthews reviewed his report as presented in the Board Packet and noted that the Tunnel Projects are almost completed. He further explained that

- 1) A few extra charges had occurred on the Low Pressure No. 2 Tunnel Project but that overall the project should come in at less than the contract price unless the decision is made to have further work done on the Low Pressure No. 1 Tunnel.
- 2) Low Pressure No.1 Tunnel had extensive work done to remove the landside but that access to the tunnel has not yet been reached and that further work would be done only if it can be determined that there is sufficient water coming from it to warrant the expense.

Mr. Matthews then reviewed the photo record of the project included in the Board Packet.

REVIEW OF THE MINUTES

The minutes of December 19, 2006 were reviewed and unanimously approved as presented with one spelling correction.

REVIEW OF THE FINANCIAL REPORT:

The Financial Report was reviewed and unanimously approved for filing as presented.

Director Sorell questioned what the \$1,315,894.37 adjustment as shown on the Cash Flow Statement item #3900 represented and **Mr. Matthews** replied that came from the assets that the District received from the Kinclair Project.

Director Sorell stated that he thought those assets had been accounted for in the year 2005

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

and therefore would not show for 2006. **Mr. Matthews** stated that he would have to review the records and see when those assets were added.

Page 4

Director Sorell made the following observations as to the end of the year financial status

- 1) The revenues were \$1,200,000. which is about \$175,000 ahead of budget and the increase is largely due to the wholesale water sales (which was not budgeted) and \$75,000 for internal water sales
- 2) The expenses came in fairly close to budget, within \$30,000, and almost every line item came in where it was expected. The exceptions are power and outside contractors, and the power cost increase is due to the pumping costs involved with sale of water to the City of Pasadena.

ITEMS FOR NEXT AGENDA

None

ELECTION OF OFFICERS

Director Barkhurst requested nominations for the office of Chairman of the Board.

It was – M/S/C --(Pickard/Kilburn-5/0)- **“That Richard Barkhurst be elected to the office of Chairman of the Board for the year 2007.”**

Director Barkhurst requested nominations for the office of Treasurer of the Board.

It was – M/S/C-- (Kilburn/Griffith-5/0)- **“That Steve Sorell be elected to the office of Treasurer of the Board for the year 2007.”**

Director Barkhurst requested nominations for the office of Secretary of the Board.

It was – M/S/C -- (Sorell/Griffith-5/0) – **“That Maurice Pickard be elected to the office of Secretary of the Board for the year 2007.”**

ADJOURNMENT

Director Kilburn questioned as to the source of water to the property located on New York Drive that is for sale. **Mr. Matthews** stated that they are not getting water through a District meter and that the source of the water supply to the property is an unsolved mystery.

Mrs. Burt explained that approximately three years ago the District had discussed this problem with the County Inspector and that they had stated that the owners were going to be cited for

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

several problems, but, after multiple phone calls to the County, the District was told that they had not proceeded any further with the matter due to a shortage of personnel and the low priority of the issues.

Page 5

Director Kilburn stated that she thought the Realtor should be notified that this problem existed. She also stated that this particular property presents a high fire hazard area and that she had talked with the personnel at the local Fire Station and they had informed her that it was not in their jurisdiction.

Director Barkhurst stated that that is the standard response. They are saying that weed abatement is now not the responsibility of the local stations but that it is the responsibility of the Weed Abatement District.

Mr. Matthews stated that he is willing to write a letter to the realtor stating that water service is available but is not connected to the property.

Director Barkhurst stated that then puts the realtor on notice, and it is in the self interest of the District to let the Realtor know.

Mrs. Williams stated that the Realtor should know that water is being obtained from an illegal source.

Director Barkhurst stated that if Mr. Matthews sends the letter stating that the meter is available but is not being utilized, then it should be fairly clear to the realtor that there is some sort of illegality going on.

Mr. Burt stated that this property joins multiple properties and **Mr. Matthews** stated that the water could be coming from any one of them.

Mr. Matthews reminded everyone that the rules and regulations of the District do not permit the resale of the District's water and if an adjacent property owner is supplying water to this property for a fee then that would be against the rules.

Director Kilburn asked Mr. Matthew to put that in the letter also, and **Mr. Matthews** stated that he would use his good judgment in properly notifying the realtor without opening the District to any liability.

ADJOURNMENT:

The meeting was adjourned at 2050 hours and the next meeting will be on February 20, 2007.

Respectfully submitted,

Shirley L. Burt,

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
January 16, 2007**

Secretary to the Board