

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JUNE 19, 2007**

MEMBERS PRESENT: Directors Barkhurst, Kilburn, Sorell and Pickard.
Director Griffith was out of town on vacation.

STAFF PRESENT: Chris Burt, Facilities Supervisor
Shirley Burt, Administrative Assistant
Melvin Matthews, General Manager, was out of town on vacation.

CALL TO ORDER: The meeting was called to order at 1932 hours by the Chairman,
Richard Barkhurst. He noted that there was a quorum present and asked
for approval of the Agenda. The Agenda was approved as presented.

PUBLIC COMMENT:

No one from the Public was present at this time.

EARTHLINK INTERNET SITE LEASE

Director Barkhurst commented that the Board had heard prior reports from the General Manager regarding this item and asked the Board for any questions or comments.

Director Sorell stated that he had several questions but due to the absence of the General Manager he would bring them to the next Board Meeting.

Director Kilburn questioned whether the installation required power and if so would the power come from the line that is already there or would a new power line be necessary.

Director Barkhurst replied that the power would come from the existing line and that the Earthlink personnel had stated that only a very low source of power would be required, something in the range of pennies or dollars.

Chris Burt reminded the Board that in addition, because there is a manual transfer switch at the site, Earthlink would maybe install a generator at the site.

Director Sorell stated that in the first paragraph of the General Manager's Report he states that he had responded to the questions from the Board Members of the Kinneloa Ridge Association and he would like to know what questions were asked by that Board.

Director Kilburn stated that another question they might ask would be regarding the radio wave activity that would be generated.

Director Sorell stated that he thought there would be very low output, and **Director Kilburn** stated that there is new information out regarding this topic that might prompt questions.

Director Sorell stated that in the last paragraph the General Manager refers to the basic methodology used to compute the rate and he would like to know what methodology is used.

Director Barkhurst suggested that all Board Members put their questions in an Email to the General Manager so that he would have time to do the research involved.

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PUBLIC COMMENT

Mrs. Williams stated that the patch that had been placed on Pasadena Glen Road following the pipeline break looks very good but that the District needs to put the reflectors back on the road.

FACILITIES REPORT

Director Barkhurst directed the Board's attention to the Facilities Report that had been generated by the General Manager in response to Director Griffith's request.

Director Sorell stated that the Board needed to see a mock up of the report to determine if the Board has any questions.

GENERAL LEDGER INFORMATION

Director Sorell stated that he thought this report should be held and reviewed when the General Manager is present as it is a complicated issue.

REVIEW OF OVERTIME REPORT

Director Barkhurst stated that the report had been developed by the General Manager in response to a question Director Griffith had regarding overtime and **Director Sorell** stated that a supplemental report had been generated at his request showing the items and personnel involved regarding overtime.

Director Sorell noted that the big items on the report have to do with facility checks and alarms.

Chris Burt stated that staff is attempting to reduce the amount of time spent on facility checks.

Director Barkhurst stated that he was not on the Board when the General Manager's contract was negotiated and he would like to have the Board review that contract.

Shirley Burt stated that there is no contract on file although she had requested a copy for the record but that prior General Managers had been compensated some by taking compensation time.

Director Barkhurst recommended that the Board meet with the General Manager at the next meeting in Executive Session since it is a personnel matter to determine what his understanding is regarding overtime.

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GENERAL MANAGER'S REPORT

Director Barkhurst asked if there were any questions or comments regarding the report.

Director Kilburn stated that in reviewing the report on the Pasadena Glen Road repair she noted that a retaining wall was built and asked if that wall had been there prior to the water main break.

Chris Burt explained that there was a partial retaining wall at the site and that the wall was extended to provide a better repair.

Directors Kilburn and Sorell asked if the repair was expensive and **Chris Burt** replied that the cost was \$4500. but that the cost would be covered by insurance.

Director Kilburn questioned whether the cost would be covered even though the wall was not there before the break.

Chris Burt explained that something had to be done to repair and stabilize the bank.

Director Sorell asked about the cost to the District for the proposed interconnection with the City of Pasadena and **Chris Burt** replied that the cost has not yet been established as the plans are still being developed. He explained that this interconnection will upgrade the District's system and improve the fire flow.

Director Sorell requested a status report on the New York Water Main Extension Project which he noted is going on very slowly. **Chris Burt** stated that the first set of revisions had been returned to the Engineer and hopefully by the next Board Meeting the project would have gone out to bid.

Director Pickard questioned whether the project would get done before winter and **Chris Burt** replied that thirty days would be allowed for bids to be submitted and hopefully they would be ready for the August Board Meeting and then 90 to 120 calendar days is allowed for the construction period.

Director Pickard stated that obviously the project would not get done this summer.

Director Kilburn requested that since there is a new realtor involved with the sale of the property on New York Drive that the new realtor be sent the same letter regarding the status of water service to the property as was sent to the prior realtor.

Director Kilburn stated that she wanted the Board to know that the Kinneloa Mesa Association had been contacted by a Armenian private school and they are looking at the property in Wilcox Canyon and the two acres on the hillside east of the canyon as a site for the school. She questioned as to what effect this would have on District property in the area.

Chris Burt replied that there would be many issues involved and that the area is within the District's Service area.

Director Barkhurst noted that the Board needed to be aware that if Senate Bill 343 passes as amended it will require a change in procedure regarding written documents that arrive within the 72 hour period prior to the Board Meeting that would impact any item on the Agenda. He stated that he thought compliance could be obtained by simply printing on the face of the Agenda that these written items could be viewed at the office prior to the meeting.

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REVIEW OF MINUTES

The minutes of May 15, 2007 were reviewed and unanimously approved as presented.

REVIEW OF THE FINANCIAL REPORT:

The Financial Reports were reviewed by the Treasurer.

Director Sorell noted that the power expense shown on the check register and that shown on the spread sheet do not match and that is probably due to the timing issue that has been mentioned before.

Director Barkhurst stated that he noticed that on the spread sheet #6075 “outside services” showing \$5452. and #1512 “other expenditures” showing \$3411 seems to be significantly higher than budget and that he would like a breakdown to show what is included on #6075.

Clarification on the following items on the check register was made at the request of the Board Members --

- 1) Check # 3421 to Melvin Matthew for \$681,41 (included \$545. for the ACWA conference and \$136.41 for mileage reimbursement for attendance at various meetings)
- 2) Check #3423 to National Meter for upgrades to the meter for driveby reading capability
- 3) Check #3425 for Watermaster fees and should be amortized over the full year
- 4) ADP for \$92.62 which should have the word “fees” added
- 5) ADP for \$4174.18 which should have the word “taxes” added of which \$1019.50 is paid by the District and \$3154 is paid for by the employees.
- 6) ADP \$4,260.25 which should have the word “taxes” added of which \$1020.44 is paid by the District and \$3239.81 by the Employees.

Director Sorell asked for a copy of the General Ledger but it was not available at this time.

Director Sorell asked for the explanation of the following expenses and the Chris Burt supplied the following information –

Check # 3417 to Byrd -- FLOW LOC and Chlorine Analyzer connections at the Eucalyptus

Director Sorell then commented that it is not a repair as listed but part of Capital Projects.

Check # 3417 to CLA-VAL – Repair to a valve that stuck open

Check # 3420 to FLO-LOC – Purchase of parts for valve at the Eucalyptus and **Director**

Sorell stated this is part of Capitol Projects.

Check # 5010 – water analysis done in conjunction with the rest of the Raymond Basin Pumpers on a quarterly basis.

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ITEMS FOR NEXT AGENDA

Earthlink Internet Site
New York Pipeline Project
Executive Session

ADJOURNMENT

The meeting was adjourned at 2015 hours. The next meeting will be held on July 17, 2007.

Respectfully submitted,

Shirley L. Burt
Secretary to the Board