

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT**

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February 15, 2000

MEMBERS PRESENT: Directors Brain, Matthews, Schindler, Sorell and Stock

STAFF PRESENT: Jean Di Angelous, Chris Burt, and Shirley Burt

CALL TO ORDER: The meeting was called to order by the Chair, Stephen Schindler, who noted that all five members were present thereby constituting a quorum. The Agenda was then approved as presented.

PUBLIC COMMENT

Mr. Thomas commended the staff for the annual report of water usage that was sent to each customer.

Mrs. McKenna asked if a contract had been signed with the Diamond Brothers, and was told by the Chair that no contract had been signed.

RECOGNITION OF LOREN LUTZ

The Chair presented Dr. Lutz with a plaque in recognition of his four years of service as Director for Division I of the Kinneloa Irrigation District and his many years of service to California's water community.

CAPACITY CHARGE

The General Manager reviewed the Capacity Charge Resolution that was adopted in August of 1990 noting that there had been no changes, and reported that the District had received one capacity charge of \$3000 this year for a property located on Fairpoint Street.

REVIEW OF PROPOSED POLICY AND PROCEDURE MANUAL

The General Manager stated that he had sent the manual to the Board for their review and had incorporated some of the changes that Dr. Schindler had suggested. Dr. Schindler stated that it is a living document and therefore can always be changed or amended. It was then M/S/C reviewed(Schindler/Sorell) that "The Policy and Procedure Manual be approved as presented."

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REVIEW OF MASTER PLAN

The General Manager reviewed the draft Master Plan and requested comments from the Board as to format and content, noting that the dollars shown are at today's prices.

Director Schindler stated that the content was good but that he thought the plan should include--

- 1) An executive summary which would explain what the plan is all about and could touch on such things as to why reservoirs appear in the appendix
- 2) Phasing which would show which items would be done in what order

The General Manager noted that there are options provided in the plan that would require decisions to be made by the Board, and Director Schindler asked that those be presented in a written form as well as a priority listing of projects.

Directors Matthews and Sorell also requested a priority listing, but staff noted that there is a need to know the dollars available when setting a priority listing.

Director Sorell said that the staff should prepare the priority list as if it was an ideal world and the total dollars in the plan is the amount that can be used for the rate study.

Director Brain questioned what the rate study will provide.

Director Schindler stated that rate study will provide in principle the information of what rate will provide so much money over so many years.

Director Brain stated that he thought that was a simple math problem, and that the rate study was going to be involved with the prioritizing that the Board is requesting now.

Director Sorell explained that the rate study was to help the Board understand what a feasible rate increase would be compared, to other neighboring services.

Director Brain questioned whether some engineering information was not missing when it came to prioritizing some of the pipe line projects such as size and material used which would improve operational costs.

The General Manager stated that the pipeline projects with the exception of one or two were being listed to improve fire flows, and in some instances to take care of preventive maintenance situations, therefore no engineering studies were made.

Director Schindler further explained that the rate study will provide us with enough information to determine whether a rate increase is a viable financing option, and that going to an outside source provides credibility to the recommendations that will be made, which was a key issue at the time the rate study was initiated.

Director Matthews stated that with the information now provided in the master plan, the rate study can now be completed as it was the missing piece.

Following further discussion it was decided that

- 1) Staff would present an executive summary to the Master Plan at the next Board Meeting
- 2) Staff would present the Planned Maintenance Program at the next Board Meeting
- 3) The General Manager would provide Director Brain with the RFP provided by the consultant doing the rate study and arrange for a meeting between Director Brain and Chris Aldinger .

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GENERAL MANAGER'S REPORT

Kinclair Project -- The plans for the water distribution system were received, corrections made, and are now at the County for approval.

Delinquency Billing -- It was noted that there are a large numbers of services not paying within the thirty day period and it was decided that the issue of when the penalty should be applied will be discussed at the next Board Meeting.

Cross Connection Program -- The Los Angeles County representative for this program, Paul Wong, will provide the District with a courtesy inspection within a couple of weeks. He will determine if there are areas that need a backflow prevention device and a list will be made. Then the County takes the lead -- sending the letters, etc. If the customer does not cooperate, a shut off notice will be issued.

Portable Pump -- The pump has been delivered and is being set up.

Fluoride Variance Letter -- Staff is still gathering information..

REVIEW OF MINUTES

The minutes of January 4, 2000 were approved as presented with the following corrections-

- 1) First line of Delores Tunnel Agenda Item - substitute "Cost Benefit Study" for the words "Economic Report"
- 2) Third line of General Managers Report Item Budget 2000 - substitute "comments" for the word "questions."

The minutes of January 18, 2000 were approved as presented with the following corrections-

- 1) Fifth line of Emergency General Rental Agenda Item - substitute "Flow Chart" for the words " Emergency Preparedness Policy".
- 2) Last line of same Agenda Item - insert the word "stated" after "Director Schindler".

REVIEW OF FINANCIAL REPORT

The financial report of January 31, 2000 was approved as presented for filing.

ADJOURNMENT

The next meeting of the Board will be held on March 21, 2000.

Dr. Schindler will schedule the meeting of the Emergency Preparedness Committee.

Respectfully submitted,

Shirley Burt, Acting Secretary

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