

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
October 18, 2005**

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

**STAFF PRESENT:** Melvin Matthews, Christopher Burt, and Shirley Burt

**CALL TO ORDER:** The meeting was called to order at 1945 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 members of the public were present.

**REQUEST FOR BILL PAYMENT DELAY**

The **General Manager** stated that this is the second payment extension request made by this customer for the same billing and that at the time of the first request the Board agreed to allow the customer six months to pay the billing and waived the monthly penalty fee of \$15.00. He further stated that the customer is now requesting a second extension to March 31, 2006 and that no payment has been made toward the billing. The Board recommended that the customer be sent a letter stating that the Board had exhibited good faith in extending the payment date after the first request and the customer had not reciprocated, and therefore the \$15.00 monthly penalty fee will be resumed as per the Rules and Regulations of the District.

**REVIEW EMERGENCY PREPAREDNESS PLAN**

The **General Manager** stated that he had reviewed the Emergency Policies and Procedures and thought that from a procedural standpoint the District was in good shape. He further noted that as a result of the fire storm the District had purchased a generator and two portable pumps which brought the District a long way toward being physically prepared in case any of our major facilities went down. He therefore concluded that both on a procedural standpoint and what you do in case of an emergency – who you contact, what personnel is supposed to do-- is well covered in our procedures. However he thought that the only item lacking was a follow up on the Chair's comment regarding the financial part – “making sure we are prepared financially beyond our savings to deal with any emergency.” He stated that he had started that process of talking with Bankers but does not recommend that the District necessarily have a true standby letter of credit that would cost the District but that on the other hand in talking with various bankers he felt that basically a credit line could be prearranged so that at a time of need, basically things would be set up, and the District could have that additional source of financing if needed. He noted that part of the reason for the need is that even in time of a declared national disaster where the District may eventually get assistance through FEMA and OES, that it is a very slow process. He stated that he will report further on the process and bring back to the Board some possibilities for a prearranged line of credit.

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**Director Brain** questioned whether our local agencies, such as the Fire Department, had all of the information necessary, such as maps of the area served, that could be shared. The **General Manager** stated that over the years the Facilities Supervisor has met with the local station personnel and supplied them with endless information, but the problem is that the station personnel change from time to time. He noted that the best thing the District can do is make sure that the personnel do have the information that they need.

**PORTABLE EQUIPMENT REGISTRATION PROGRAM**

**Director Sorell** stated that he wanted to take this opportunity to point out that this is another area where the District is being regulated which includes the District's pumps and generators. The **General Manager** stated that currently our equipment meets the required regulations and that our only obligation is to pay the fees at this time. The **Facilities Supervisor** explained that new regulations are being proposed for diesel fuel engines in 2007 so that in the future our current equipment may not meet the requirements.

**AD HOC PERSONNEL COMMITTEE REPORT**

**Director Pickard** reported that the committee had met with the General Manager and reviewed in depth various portions of the salary ranges and sick leave benefits. He stated that the committee is proposing the following salary ranges for 2006 which were not in place--

**General Manager**-\$6,177 to \$10,877 per month  
**Facilities Supervisor**-\$22 to \$31 per hour  
**Facilities Operator**-\$16 to \$25 per hour  
**Administrative Assistant**-\$17 to \$23 per hour  
**P/T Facilities Operator**-\$14 to \$19 per hour  
**P/T/ Grnds. Keeper**- \$10-\$15 per hour

He stated that all employees are currently paid within these ranges.

**Director Barkhurst** stated that there is presumably several years worth of movement within the existing ranges and it would be expected that as time goes on with inflation that these ranges would move upward on an annual basis. He noted that the key thing however is that all of our management and employees are comfortably within these ranges.

**Director Pickard** then reported that the committee is proposing no change in the current vacation or holiday benefits, but is proposing that the sick leave/personal time benefits be increased from 8.5 days per year to 10 days per year with a maximum carry over of 60 days per year instead of 30 days per year.

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**Director Brain** commented that he was used to non-exempt employees usually having a range by a certain percentage, noting that what is being proposed is all over the map. The **General Manager** replied that that reflects the reality in that the positions were more closely defined. **Director Sorell** stated that is what would be expected in that there would be more compression at the bottom where the positions are more clearly defined then at the top where there is more variability. The **General Manager** stated that his approach had been to not use any percentages, instead the intention was to reflect the full range of the applicable rate for that particular position, not only based on the survey but also based on job postings for local water companies. He stated that certain positions have a greater range because of a greater range of duties, requirements, etc. and he did not think that it was appropriate to have a fixed percentage for each level position so that any compression or expansions is a reflection of what the survey actually said and what the job postings added in way of verification. He further stated that nothing is implied in these ranges as the budget committee has not met and eventually the Board will set the maximum increase on average for particular employees and presumably, as in the past, give the General Manager the discretion to decide individual increases based on merit and other factors.

It was M/S/C- (Sorell/Pickard-3/0, Director Brain abstained)-

**“That the salary ranges for 2006 as proposed by the Ad Hoc Personnel be approved without committing to making any salary decisions.”**

It was M/S/C-(Sorell/Pickard-4/0)

**“That the Board accept the recommendations of the Ad Hoc Personnel Committee for benefits as noted in their report”**

**K-3 WELL REPAIR**

The **General Manager** stated that if any of the Board Members were interested in a technical discussion of the Project they were welcome to stay after the meeting and go over the diagram that the Facilities Supervisor had placed up on the Board. He then reviewed the Engineer’s report, noting that this was an involuntary refurbishment of the K-3 Well, not something that had been budgeted but something that would eventually need to be done. He stated that the estimate before them is the best estimate available at this time which includes \$30,000 for pump repair, \$13,428 for pulling the pump out and putting it back in, and \$6,600 for rebuilding the motor. He explained that the pump is at the company awaiting the delivery of parts for the repair and in the meantime the well casing has been wire brushed. He further explained that following the repair it will take a day or two to install the pump, several more days to break in the new pump and get to the point of sampling for water quality before it can actually be put into service which would be reasonable to expect to be done by the next Board Meeting.

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**Director Barkhurst** inquired as to the estimation of the incremental cost of purchasing the water and the **General Manger** replied that the agreement with the City of Pasadena is to replace the water with water and that the cost at this particular location is at a 2:1 ratio. The Facilities **Supervisor** stated that he estimated the District will use approximately 50 Acre Feet during the time the well is out of service which would mean that the District returns 100 Acre Feet to Pasadena. The **General Manager** stated that the District has the water to return to them.

The **General Manager** then called the Board's attention to the concerns expressed in the Engineering Report regarding the fact that the pump is started against a closed valve since we can no longer put water down New York Drive. He agreed with the report in that it puts a lot of stress on the system but noted that their suggestions in coping with the problem are to install 1) a variable frequency drive which is estimated at \$30,000 or 2) a slow start device that is estimated at \$23,000. He stated that his recommendation is that the pump be put back the way it was with the full knowledge that it could cause some problems downstream and with the knowledge that in not following the engineers recommendation we could have to pull it out again.

**Director Pickard** stated that the District had been operating this way for a number of years and no problems but the **General Manager** replied that the problem is that the new pump has a much tighter clearance. He further stated that it might be a gamble, but to spend thirty percent of the pump repair, in addition, is too costly but that hopefully the District can get some other bids on the slow start option that will be less costly.

**Director Brain** questioned whether every well at this same depth might have the same problem. The **General Manager** replied that the standard procedure is to dump water overboard, but with the current system the column of water comes shooting up the shaft, hits the closed valve until the pressure builds up enough to open the valve, producing a water hammer like action.

**Director Brain** then questioned whether any of the past problems or the current problem were caused by the hammering. The **General Manager** replied that there is no way of knowing for sure what kind of stress that is put on it. He further stated that the absolute safe thing to do would be to do everything that the Engineer recommended and then if something goes wrong the Engineer is on the hook, but if the District doesn't do everything that they recommend, then it becomes a question.

**Director Pickard** stated that he didn't think that the current problem of the corroded bolts had anything to do with the dead heading operation and the **General Manager** agreed.

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**Director Brain** stated he thought some motion ought to be passed, approving what had been done up to the present and also approving the General Manager's decision or recommendation to not spend the extra money because this is not an every day decision by the staff and has a big dollar impact.

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**Director Sorell** then questioned the following statements in the first paragraph of the summary of the Engineering Report—

- 1) Is the estimated cost of \$13,400 the actual cost now? The General Manager stated that the invoice has not been received so the true cost is not know. The **Facilities Supervisor** explained that the District asked for an estimate as to what it would cost to pull the pump and put it back as the cause of the problem was not known at that time.
  
- 2) Has the baling of the well down to the bottom been done, or can't it be done or they're using an air lift.? The **General Manager** stated that that is not going to be done. He explained that the baling and brushing had been done to below the water level but that it is not possible to get rid of all of the debris that fell down. He further explained that the well goes down 599 feet or so and then reduces to a 10" casing which goes down for another 100 feet and that portion cannot be baled. The **Facilities Supervisor** explained that the "Air Lift" had been done back in 1987 when the well was developed.
  
- 3) Is rewiring the motor as opposed to replacing it a smart thing to do - is there any efficiency to be gained in going to a new motor.? The **Facilities Supervisor** replied that the current motor was a high efficiency motor when it was put in 1989, and that all that could be done now would be to go to something with magnetic bearings, but it is not know how many companies are using them. He further explained that the standard approach when you pull a motor out and it is in good condition, would be to rewire the current motor. He further noted that any of the motors in the District should be able to be removed every ten years and repaired as needed, but this motor has never been taken out for service. The **General Manager** then stated that this motor really will be good as new and that there will not be much more efficiency to gained with this particular motor, although in some cases that would be the thing to do. **Director Pickard** stated that in refineries they rewind the motors unless here is some damage to the motor. The **General Manager** then stated that there was consensus that this was the right thing to do in respect to the motor. **Director Barkhurst** then questioned whether the General Manager believed that rewiring the motor was the proper thing to do. The **General Manager** replied that he did, that the expenditure of \$6,638 was a worthwhile expenditure and that the objective was to get a well pump that will last for many more years, and to get a well pump that is as close to new as the District can afford.

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The **General Manager** then stated that all of the recommendations with respect to the overhaul of the pump repair had been reviewed by himself and the Facilities Supervisor and they agreed with the recommendations.

**Director Barkhurst** then recommended that the minutes be very extensive on this particular subject and that they reflect that there had been a full and complete discussion and that the General Manager said he believed that everything had been done that needed to be done.

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It was M/S/C-( Sorell/Pickard-4/0)-

**“That the Board ratifies the actions taken thus far by the Staff in responding to the K-3 Well emergency and that the Board approves the repairs as outlined in the Engineer’s letter modified by the exception to the starter as recommended by Staff”.**

**Director Barkhurst** stated that by the next meeting it is expected that there would be a final breakdown of the cost.

**GENERAL MANAGER’S REPORT**

The General Manager reviewed his report as submitted in the Board Packet.

**REVIEW OF THE MINUTES**

The minutes of September 20, 2005 were reviewed and unanimously approved.

**REVIEW OF FINANCIAL REPORT**

The Financial Report of September 30, 2005 was reviewed by the Treasurer and approved for filing as presented.

**ITEMS FOR THE NEXT MEETING**

K-3 Well Refurbishment  
Report of Budget Committee  
Introduction of Director for District II

**ADJOURNMENT**

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The meeting was adjourned at 2054 hours and the next meeting will be on November 15, 2005.

Respectfully submitted,

Shirley Burt  
Secretary to the Board