

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
February 20, 2007**

**MEMBERS PRESENT:** Directors Barkhurst, Griffith, Kilburn, Sorell and Pickard.

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

**CALL TO ORDER:** The meeting was called to order at 1930 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.

**CANDIDATE FOR LAFCO BOARD – ROBERT APODACA**

**Mr. David Cobb** introduced himself stating that he was a consultant to the Central Basin Municipal Water District Board and that he was appearing as Mr. Apodaca's representative because Mr. Apodaca had been called to San Diego and could not therefore appear before the Board. He asked the Board to consider supporting Mr. Apodaca in the election for the vacancy that exists on the LAFCO Board and reviewed Mr. Apodaca's qualification for that position. Following Mr. Cobb's presentation **Director Barkhurst** stated that the Board would be considering his request later in the meeting.

**EARTHLINK INTERNET SITE LEASE REQUEST – ROB PEREZ**

**Mr. Matthews** introduced Mr. Perez and explained that Mr. Perez works for Wireless Facilities which is a private contractor that has been hired by Earthlink to secure wireless internet sites for the City of Pasadena. He stated that they are interested in the West Tank site and have presented a draft agreement for the Board's consideration.

**Mr. Perez** made the following statements regarding the project—

- Utilization of the site would provide the District with a monthly income
- The device can be mounted on the side of the tank or on a free standing frame, is quiet, approximately 20"x30" in size, requires minimal maintenance and will not extend above the tank
- A 3'x3' concrete pad will be built to support a small cabinet
- A 20 amp electrical service is required but power usage is low
- A small standby generator will be stationed at the site
- All parts of the project would be painted to match the current tank color
- The target date of installation startup would be a couple of months after all issues are settled.
- The company would be willing to help pull a title report on the property

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Following Mr. Perez's presentation **Director Barkhurst** then summarized the actions that each party has agreed to do to further consideration of the project.

- Mr. Perez will pull the preliminary title report and provide the District with a copy
- Mr. Perez will assemble a set of materials for the District to use as a marketing piece in addressing the homeowners which will include pictures of similar installations, etc.,
- Mr. Matthews will make contact with the three nearby homeowner associations to acquaint them with the details of the project.

**Director Barkhurst** then stated that there is a sense among the Board that they wish to move forward in considering this lease and Mr. Matthews was directed to gather and disseminate information to the property owner associations and begin preliminary negotiations on both the option and the lease agreements.

**SELECTION OF LAFCO CANDIDATE**

**Director Barkhurst** called the Board's attention to the list of candidates and their resumes that were included in the Board packet. Following a discussion of the information provided by each candidate, **Director Barkhurst** then made the following comment.

“All six candidates appear to be qualified, some more than others in view of their years of service on district agency kind of activities. Some have been more directly connected with water than others, and frankly no one candidate stood out more than the others. I am impressed that one candidate did send a representative. I don't know any of the people personally. They all appear to want the job since they applied for the job. They appear to be all qualified for the job although some have more water experience.”

**Director Barkhurst** then asked for comments from other Board Members. No other comments were made.

**Director Barkhurst** then stated that the Board had advised each other, had all studied the six applications, had had discussion, had listened to inputs from guests and now needed to make a decision. He asked if any member wished to make a nomination.

It was M/S/C – (Kilburn/Pickard-5/0) – **“That the Board vote for Mr. Robert Apodaca to fill the Special District Alternate Position on the LAFCO Board.”**

**GENERAL MANAGER'S REPORT**

**Mr. Matthews** reviewed the incident involving a water main break that occurred earlier in the day on Pasadena Glen Road. He stated that there had been good response from the contractor, Perry Thomas Construction, and that by 5:00 P.M. the main was back in service and the road reopened. He noted however that there had been damage to the adjacent property and that the District's insurance agency had been notified and were handling the matter.

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**REVIEW OF THE MINUTES:**

The minutes of January 16, 2007 were reviewed and unanimously approved as presented.

**Director Sorell** questioned whether the source of the water to the property on New York Drive, as noted in the minutes, had been determined and if the Realtor had been notified that water service was available .

**Mr. Matthews** stated that he had forgotten to write that letter and thanked Director Sorell for reminding him.

**REVIEW OF THE FINANCIAL REPORT:**

**Director Sorell** reviewed the Financial Report and questioned whether the high cost of power was due to timing issues and **Mr. Matthews** replied that it was due to pumping the water to the City of Pasadena.

**Director Griffith** questioned the amount expended on Administrative Travel and **Mr. Matthews** stated that it included the transportation to and from the ACWA Conference rather than staying at a hotel.

**Director Sorell** noted the large expenses involved with the SCADA system and questioned whether they were budgeted. **Mr. Matthews** explained that these expenditures have exceeded the budget and that they fall into several categories on the budget – installation of chlorine analyzers and FLOLOC Valves. He explained that the expenditures have exceeded the budget because of the additional work needed to be done before the analyzers and valves could be installed and because of the upgrade needed to replace the very old electrical equipment at the various sites for which there is no spare parts.

**Director Sorell** stated that it would be helpful in the future when a significant budget variance occurs that the matter be presented in the General Manager's Report. He explained that when he sees variances his question is whether that is going to continue, does the budget need to be adjusted, etc.

**Mr. Matthews** replied that he does intend to exceed the total budget even though he might exceed in some categories.

**Director Sorell** stated that it would help him adjust his thinking as to whether money needs to be moved from one account to another and it would provide for a more formal manner in letting the Board know about the variances.

**Director Sorell** questioned Check #3282 for expense reimbursement.

**Mr. Matthews** explained that it included travel expenses and the cost of the new HP Notebook computer for around \$2700. to replace his desk computer which had died.

**Director Griffith** questioned the reasons for paying three different companies for water analysis.

**Mr. Matthews** explained that Stetson Engineers does some tests under the agreement with Raymond Basin, and that the other two Labs do specific tests that are required by DOHS. There being no other questions, the Financial Report and the General Manager's Annual Report were unanimously approved for filing.

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**Director Barkhurst** requested that the Board make a motion to add the following item to the Agenda – “Appointment of an Ad Hoc Personnel Committee to review the performance of the General Manager for the previous year”.

It was M/S/C –(Sorell/Pickard-5/0) – **“That the Agenda have the item -Appointment of an Ad Hoc Committee to review the performance of the General Manager for the previous year - added to the Agenda.**

**Director Barkhurst** requested volunteers for the committee. Directors Sorell, Pickard and Griffith volunteered. Director Sorell declined as only two members can serve and Directors Pickard and Griffith were appointed to the committee.

**Director Barkhurst** directed Mr. Matthews to send the committee members a copy of the blank evaluation form. He stated that he keeps Mr. Matthews prior reviews in a fire safe locked cabinet at his home and that he would share them with the committee at their request.

**ITEMS FOR NEXT AGENDA**

General Manager’s Review  
New York Drive Property Water Supply Status  
West Tank Internet Lease

**ADJOURNMENT**

The meeting was adjourned at 21:10. The next meeting will be held on March 20, 2007

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board