

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
March 18, 2008**

EXECUTIVE SESSION

CALL TO ORDER: The meeting was called to order by the Chair, Director Barkhurst, at 1800 hours.

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

AGENDA: General Manager Performance Review

ADJOURNMENT: The meeting was adjourned at 2000 hours.

REGULAR SESSION

CALL TO ORDER: The meeting was called to order by the Chair, Richard Barkhurst, at 2005 hours.

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

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

Director Barkhurst made the following statement regarding the Executive Session.

“The performance of the General Manager was reviewed and the results of that performance evaluation were discussed with the General Manager. He is in agreement with that assessment and has signed the written Performance Evaluation which will become part of his personnel file. No decisions were made in the Executive Session. We do have a decision to make now in open session on Mr. Matthews proposed new salary for 2008. I would like a member of the Board to make a motion regarding a salary adjustment, if any, for Mr. Matthews.

It was M/S/C–(Kilburn/Pickard-5/0) – **“That the salary for Mr. Matthews be increased by \$10,000 for the year 2008.”**

Director Barkhurst stated that Mr. Matthews will receive a salary adjustment of \$10,000 which will make his annual salary \$98,342.

The Chair noted that a quorum of the Board was present and stated that there was a change to the Public Comment section of the Agenda as Mr. Don Dear, President of the West Basin Municipal Water District, had requested to make a presentation to the Board. The Agenda was unanimously approved as amended.

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PUBLIC COMMENT:

Mr. Don Dear stated that he was running for a position on the LAFCO Board and made a brief presentation to the Board explaining the issues in which LAFCO is involved. He described his extensive years of experience in the public sector, and asked the Board to support his nomination for the position on the LAFCO Board in the April 24 Election.

Mrs. Williams stated that she had been contacted by a gentleman from another District who encouraged her to vote for Mr. Dear stating that he had been doing a fine job and that there was no reason for him not to continue on the Board.

SALE OF THE 1993 TRUCK

The **General Manager** reported that the 1993 Truck had been sold for \$1300. and that the new owner was very satisfied.

NEW YORK PIPELINE REVIEW

Director Barkhurst stated that he thought it was important to begin to do post project reviews for all important projects as they occur, in order to understand what went right, what went wrong, and what can be done the next time to make it better or save money. He then asked the General Manager to begin the review.

The **General Manager** referred the Board to his written review that was in the Board Packet and stated that he thought the Project went well in spite of the delay in the middle of the Project.

Director Barkhurst questioned as to the amount of time the General Manager spent in the field on the project or in the office managing the project, and the **General Manager** replied that he spent about two weeks --

- filling out the daily construction observation reports
- inspecting the job site making sure things were done right
- making sure that the District got their money's worth

He further explained that he thought it important to be on site to deal with any problems that might cause further delays and that this being the first project in working with a new contractor he thought it was important to develop a relationship to determine how they do things so that in the future the District could feel confident about future projects.

Director Barkhurst stated that one of the low points was not knowing that one of the pieces of the project was in someone else's jurisdiction and asked if there were any other low points and the **General Manager** replied that there were none although it was frustrating in that additional engineering drawings had to be made with endless revisions requested by Pasadena which in turn increased the cost of the project.

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NEW YORK PIPELINE REVIEW:(continued)

Director Barkhurst asked what the General Manager would replicate because it went well and the **General Manager** replied that he would hope to have the same backhoe operator who did a superb job digging the trench with great care and noted that any job depends on the quality of the people that are working on the project.

Director Barkhurst asked what the high points of the project were and the **General Manager** replied that it was the moment he turned on the fire hydrant and water flowed out.

APPROVAL OF CAPITAL PROJECTS

The **General Manager** requested that **project #7-the purchase of a new truck to replace the 1989 truck** and **project #8-the purchase of a used generator to be placed at the Glen Reservoir** (as listed on the capital projects list) be approved. He stated that he has guaranteed pricing on the purchase of the second truck until May and that in purchasing the first truck it had taken much longer than was anticipated and therefore he would like to get started now. He noted that this truck will be similar to the first truck but that it will have a lift gate and therefore will be more expensive.

Director Barkhurst questioned whether the reason to replace the 89 truck was due to the cost of future repairs outweighing the serviceability and the **General Manager** replied that the 89 truck is almost 20 years old, that the life had been extended as long as possible, that there were issues having to do with safety as well as versatility, and that it would not be economical to continue to maintain it.

Director Griffith asked where District would purchase the Generator and what would be the cost of a new generator.

The **Facilities Supervisor** replied that it would be purchased from Generator Services as they supplied the one at the Eucalyptus Reservoir which has given good service, and that the company has a good history in providing service. He estimated that the cost of a new generator would be

almost double the price of a used one, and that the used one would only have approximately 8,000 service hours. He noted that life expectancy is about ten to fifteen thousand hours, that this generator would only be run for the monthly tests, and not used otherwise except for an emergency, resulting in very few incremental hours. He reminded the Board that the generator is diesel powered and sometime in the future the AQMB will be requiring smog upgrades to the diesel equipment.

It was M/S/C-(Griffith/Pickard-5/0) – **“That up to \$50,000 be approved for the replacement of the 1989 Truck”.**

It was M/S/C-(Pickard/Sorell-5/0) - **“That up to \$20,000 be approved for the purchase of a used 50 KW portable generator.”**

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GENERAL MANAGER'S REPORT

The **General Manager** asked if there were any questions regarding the written report in the Board Packet and stated, in response to a question from Director Sorell, that the project at Fairpoint Street is a City of Pasadena project that is going very slowly.

REVIEW OF MINUTES

The minutes of February 19 were approved as presented with the following corrections—

Page 1 Truck Finance Section— Line 5, insert “Jim Ciampa” in place of “the District’s Attorney”

Glen Reservoir Section –Line 2, delete “he thought”

Page 2 Glen Reservoir Section - Line 1, delete “been” and insert “be”
Line 2, insert “made by the Board” after the word “been”

Page 3 Brown Well Section – Line 4, insert “also” after “He”,
Line 4 , delete “also” after the word “that”.

REVIEW OF FINANCE REPORT

Director Sorell questioned Check # 5370 in the amount of \$12,501.89 written to L.A. County Registrar/Recorder and stated that he thought it an excessive charge in view of the fact that only one District out of the four had a contested election.

Director Barkhurst requested that the Administrative Assistant send a letter to the Registrar Recorder requesting an answer to the question – “If there had not been a contested election what would the charge to the District have been?”

Director Sorell questioned the amount shown on several checks for maintenance supplies noting that it did not match the amount shown on the spreadsheet and asked if that was an accrual problem and the General Manager stated that the check register shows the date the checks were written not when he assigns them to the Income Statement. He further explained that he writes Checks three to four times a month, but posts almost continuously and that some checks are not written in the month that the invoices are posted.

Director Sorell commented that it appeared that there had been a large expenditure for maintenance supplies and questioned whether that was planned because in two months one third of the budget for this item had already been spent.

The **General Manger** replied that a lot of the expense was for spare parts.

Director Sorell noted that the item “Meter Replacement” appeared to be over budget and the Facilities Supervisor replied that part of that expense should be allocated to this item in the Capital Project List.

The Financial reports were then unanimously approved as presented.

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ITEMS FOR NEXT AGENDA:

**Approval of Nominee LAFCO Board
Report of Auditor**

ADJOURNMENT:

The meeting was adjourned at 2050 hours. The next meeting will be on April 15, 2008. Director Sorell notified the Board that he may not be available for the next meeting.

Respectfully submitted,

Shirley L. Burt
Secretary to the Board