

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
MARCH 19, 2013**

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

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

CALL TO ORDER: The Meeting was called to order by the President, Gerrie Kilburn, at 1932 hours. She noted that there was a quorum present.

PUBLIC COMMENT: Mala Arthur gave a brief report on the status of the Pasadena Glen Fire Safe Council noting 1) that the Bylaws still need to be written, and 2) that they have found a Bank that will charge no rates. She submitted a proposal from Driver+Alliant Insurance Services and stated that they are also soliciting other insurance proposals.

REVIEW OF PUBLIC HEARING ON L. A. COUNTY'S CLEAN WATER, CLEAN BEACHES, MEASURE:

The **General Manager** reviewed his report on the Measure as it appeared in the Board Packet and stated that he thought the measure was dead for the moment.

Director Kilburn stated that even if the measure appeared dead at this time she thought the accurate evaluation of the District properties should be obtained in case the Measure becomes active in the future. General Manager stated he would request the corrected evaluations.

REVIEW OF BROWN WELL LANDSCAPING REQUEST:

Director Kilburn reported that this afternoon she had met with Director Griffith, the General Manager and Mr. Wong at the Brown Well Site and asked the **General Manager** to review the current status of the situation.

The **General Manager** stated that he had several conversations with Mr. Hamilton and that at this time Mr. Hamilton did not wish to proceed to have the property surveyed by a friend.

Director Kilburn stated that the boundaries of the property are questionable and recommended that 1) the District pay for a survey to be done by a surveyor hired by the District and 2) the District bring a water supply to the property noting that this is District property and it should be protected.

Director Griffith noted that the survey Mr. Hamilton had proposed for \$1000 would not have been a recorded survey. He reported that he had talked with Western States Surveyors who estimated the cost at about \$1800, and stated that they were familiar with the property and knew approximately where the property points were located.

Director Eldridge questioned as to the type of survey that would be done and the **General Manager** replied that he and the Facilities Supervisor thought that iron pins should be driven in the ground so that all corners of the property would be permanently located. He noted that he had made three recommendations in the written Board Report for the Board's consideration-

1) A survey of the site be done by the District; 2) Water service be provided by the District and 3) A Landscape License Agreement be signed by Mr. Hamilton.

Director Barkhurst proposed that the District have a recordable survey done and that if the cost is more than \$2000 then the General Manager should contact the Board for further instructions. He further recommended that water be brought to the property via a temporary system that would eventually be permanent so that Mr. Hamilton would be able to plant his proposed garden on the property now. He noted that it was his understanding that Mr. Hamilton would pay for the water and one space was to be available for parking.

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REVIEW OF BROWN WELL LANDSCAPING REQUEST (continued):

Director Kilburn stated that she did not think there was a need for a parking space on the site because the staff is not there on a regular basis and there is enough space to park on the street.

Director Griffith suggested that if both the survey and the water service are provided by the District then the District should also work with the Mr. Wong, the neighbor to the west of the property, since he had some suggestions as to what he wished to do along the west side and out on the street. He recommended that the Board work with both Mr. Wong and Mr. Hamilton.

It was M/S-Barkhurst/Eldridge –“That the Board approve 1) spending an amount up to \$2000 for a recordable survey, 2) accepting Mike Hamilton’s original proposal, and 3) installing a water line with a meter as quickly as possible to the site”.

Director Sorell requested that he would like to separate the first and third items from the second as those involve financial decisions and that a vote on the second item be taken separately.

Director Barkhurst then amended his motion.

It was M/S/C - (Barkhurst/Griffith-5/0) –

“That the Board approve the spending of an amount up to \$2000 for a recordable survey of the Brown Well site and the installation of a water line with a meter as quickly as possible on the Brown Well site.”

Director Griffith stated that he thought the District would benefit by working with both Mr. Wong’s and Mr. Hamilton’s suggestions for the Brown Well site.

It was M/S/C - (Barkhurst/Eldridge-3/1/0) (Director Griffith voted No, Director Sorell abstained) –

“That the Board accept Mike Hamilton’s written proposal subject to an appropriate Landscaping agreement signed by both Mr. Hamilton and the District with the said Agreement to be drafted in the very near future”.

The **General Manager** stated that two of the Board Members had already reviewed the draft agreement and made a number of suggestions and those would be included in the draft agreement presented to Mr. Hamilton.

GENERAL MANAGER’S COMPENSATION:

Director Griffith made a motion that there be no increase in compensation based on the cost of the current projects. There was no second to the motion.

Director Barkhurst explained that these decisions are arrived at in a variety of different ways by different organizations but that the District has a unique challenge in that there is no other water district in the State of California that operates similar to the KID. He noted that the KID is self-sufficient on water source, is very small- 600 customers, has six employees-5 of who are long term and only a very small part of the budget that is discretionary. He noted that there were other factors that make it difficult to make comparisons to other salary surveys and then enumerated other factors that need to be considered to determine if a salary is proper. He stated that he thought \$120,000 was a fair and appropriate salary for the General Manager of a public agency the size of this District.

Director Griffith stated that he had reviewed a number of salary surveys for special districts and water districts and believes that this District is the smallest water district and the smallest special district except for the Pasadena Glen which puts this district at the bottom.

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GENERAL MANAGER'S COMPENSATION (continued):

The Board then debated about 1) Those skills that are required for the General Manager
2) Comparisons to other agencies and 3) What is a fair and equitable salary.

Director Barkhurst stated that he thought the General Manager, Mel Matthews, had done an overall very nice job employing his skills into the management of the District in the year of 2012 and that he is deserving of a performance bonus of \$2500.

Director Griffith stated that, based on the discussions held during the review, he would prefer that the compensation be left at the current status.

It was M/S/C - (Barkhurst/Eldridge-4/1) (Director Griffith voted No) –

“That the Board approved a bonus of \$2500 be given to the General Manager”.

GENERAL MANAGER'S REPORT:

The **General Manager** reviewed his written report as provided in the Board Packet.

Director Eldridge suggested that the reports on the District Assets be compiled into one file.

REVIEW OF MINUTES:

The minutes of February 19, 2013 were reviewed and approved for filing.

The minutes of March 6, 2013 were reviewed and approved for filing.

REVIEW OF FINANCIAL REPORTS:

The reports for February 28, 2013 were reviewed and accepted for filing as presented.

Director Barkhurst stated that he had encouraged the General Manager to use EFT to pay bills for recurring expenses so as to reduce the number of checks that need to be written. However in order to follow the KID Rules and Regulations, maintain proper checks and balances, and keep the outside auditor happy, it would be appropriate in the future for all new EFTs to be approved in advance by two Board Members. Those billings that are currently paid by EFT are already approved.

Director Griffith suggested that a list of those approved EFTs should be available to those members signing checks and that this list be reviewed occasionally. The **General Manager** replied that this could be done.

ITEMS FOR NEXT AGENDA:

Review 2012 Audit

Brown Well Landscape Design

Review current COLA rate

Review of the Kinneloa Ridge Asset and the Special Fund

ADJOURNMENT:

The meeting was adjourned at 2055 hours. The next meeting will be on April 16, 2013 at 7:30 P.M.

Respectfully submitted,

Shirley Burt
Secretary to the Board