

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
December 18, 2007**

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

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

CALL TO ORDER: The Meeting was called to order by the Chair, **Richard Barkhurst**, at 1930 hours. The Agenda was unanimously approved as presented.

PUBLIC COMMENT: No members of the public were present.

REVIEW OF GLEN RESERVOIR WALL PROJECT

Director Pickard presented two documents from the owner of the property adjacent to the Glen Reservoir regarding the wall that he had built between the two properties.

Director Pickard explained that the owner –

--Had a friend draw up the plans who is a project engineer

--Had a neighbor serve as an “Advisor” and provide the workers who put up the wall but that the “Advisor” did not serve as a contractor.

-- Paid the workers

Director Griffith questioned whether the footing from the prior short wall was left in place or was a new footing put in and the **General Manager** stated that he could confirm that the old footing was torn out and a new footing was put in.

Director Griffith question whether the wall was on district property and **Director Pickard** stated that he did not know but that he thought that was immaterial and that the wall was a benefit to the Kinneloa Irrigation District.

Director Griffith stated that at the last meeting he explained that if a wall is over six feet or a retaining wall a permit is required and he noted also that the plans that have been presented do not apply to the wall that has been built.

Director Sorell noted that the plans show the wall height as being only six feet tall and **Director Pickard** stated that wall was approximately eight feet.

Director Griffith stated that if the Board is happy with the wall being built on District property and built without permits and presume it was built correctly then no further discussion is needed.

Director Pickard noted that in his letter the owner states that he assumes full responsibility for any problems that might arise.

Director Sorell commented that it was a big wall to have been put up without a permit and

Director Pickard replied that apparently Mr. Robert’s was not told one was needed.

Director Griffith stated that the “Advisor” knew it but he stated that it would have taken a lot longer to get the job done.

Director Kilburn stated that she had heard that permits for walls were not required in the Glen and **Director Griffith** stated that they are required because they are in Los Angeles County.

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REVIEW OF GLEN RESERVOIR WALL PROJECT (continued)

Director Griffith stated that walls can be up to six feet high on the side of properties, up to forty two inches high in the front of properties but any time it is a retaining wall it takes a permit.

Director Pickard stated that he thought the concern expressed had to do with the wall being properly engineered and **Director Griffith** replied that the “Advisor” did not tell him anything about the wall being engineered but that he just helping a neighbor

Director Pickard stated that the “Advisor” should have said something to Mr. Roberts because the “Advisor” signed for the material.

Director Sorell stated that obviously the “Advisor” was more than a friendly neighbor but less than a contractor and also noted that plans submitted were for a typical retaining wall not the plans for the wall that was built.

Director Griffith expressed concern about the ownership of the wall since the owner states in his letter “that he assumes full responsibility for the maintenance and liability of the wall as my own property” and questioned if he maintains the wall over a period of time does that make it his property.

Director Sorell stated that as long as the District gives the owner permission to do it we are not giving him ownership and **Director Griffith** agreed stating that a letter should be sent to him so stating.

The **Facilities Supervisor** stated that he believes that the wall and the fence that was torn out did belong to the District as the District contracted to have it put in back in 1983 as part of the fencing of the site and that it is safe to assume that the current wall is on District property.

It was M/S/C –(Kilburn/Sorell-5/0)- **“That a letter be sent to Mr. Roberts stating that the Board discussed the construction of the wall and give him permission to construct the wall.”**

REVIEW OF PROJECT LIST

The **General Manager** reviewed the Project List and requested permission to proceed with the first four projects on the list in 2008. He noted that after the required engineering is done for the first project then detailed plans will be developed.

It was M/S/C – (Griffith/Pickard-5/0)-**“That the following projects are approved—
Kinnelea Mesa Pipeline Engineering Project
Holly Chlortec Project
Remote Meter Read Project
Glen Transfer Switch Project”**

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DEVELOPMENT OF PERIODIC NEWSLETTER

The **General Manager** stated he would like to compose the Newsletter in-house but would appreciate articles provided by other persons.

Director Barkhurst stated that he thought the newsletter should be kept to one page as most people will not read it if it is longer and that it should contain articles that are germane to the issues that confront the rate payors of the District.

It was agreed that the newsletter would be a one page insert placed with the billing and that it would be printed as soon as enough articles are composed.

COMMUNITY OUTREACH PLAN

Director Barkhurst reminded the Board that their list of suggestions for the plan were to be submitted at this meeting to Director Kilburn so that she could cull them down to a workable list and assign specific tasks to each Board Member. He stated that the first action to be taken would be to select the venue.

Following further discussion regarding the details of the plan **Director Barkhurst** directed Director Kilburn to come back to the Board with her plan and a reasonable budget necessary to make the plan happen.

SELECTION OF THE 2007 YEAR AUDITOR

Director Barkhurst questioned the Treasurer as to how many years in a row the current Auditor Egan & Egan had been used and **Director Sorell** replied four years.

Director Griffith stated that he thought that last year there had been a discussion about looking for someone else and **Director Barkhurst** agreed.

Director Sorell stated that he had not sent out an RFP.

Director Barkhurst stated that sooner or later the District will be required by account convention if not regulation to select a new Auditor.

It was M/S/C-(Kilburn/Sorell-5/0) –“**That Egan & Egan be retained to conduct the 2007 Year Audit.**”

ELECTION OF OFFICERS

Director Barkhurst announced that there are three elective offices -- Chair, Treasurer and Secretary-- and asked if any Board Member would like to nominate their self or someone else for one or more of the positions. He explained that he was encouraging self nominations.

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ELECTION OF OFFICERS (continued):

Director Griffith nominated Director Sorell for Chair.

Director Kilburn nominated Director Sorell for Treasurer and the nomination was seconded by Director Pickard.

Director Pickard nominated Director Barkhurst for Chair.

Director Barkhurst nominated Director Pickard for Secretary.

Director Barkhurst asked for a second to the nomination of Director Sorell for Chair and the nomination failed for want of a second.

Director Barkhurst asked for a second to the nomination of Director Barkhurst for Chair and the nomination was seconded by Director Kilburn. Director Barkhurst was then unanimously elected as Chair for the year 2008.

Director Barkhurst asked for a second to the nomination of Director Sorell for Treasurer and the motion was seconded by Director Pickard. Director Sorell was then unanimously elected as Treasurer for the year 2008.

Director Barkhurst then asked for a second to the nomination of Director Pickard for Secretary and the nomination was seconded by Director Kilburn. Director Pickard was then unanimously elected as Secretary for the year 2008.

GENERAL MANAGERS REPORT

The **General Manager** reviewed his report and highlighted the following topics.

New York Drive Project: The project is almost complete and is down to the point of pressure testing and tying in at two points.

Summary Report of Additional Water Supplies: He noted that there are not a lot of options for additional water and that the process of importing water is not a simple process.

Director Barkhurst requested that the Summary document be made available to the public.

REVIEW OF THE MINUTES

The minutes of October 16, 2007 were unanimously approved as submitted.

The minutes of November 20, 2007 were unanimous approved as submitted with the addition of "1993" before the word fire in the middle of page 3.

REVIEW OF FINANCIAL REPORTS

The Financial Reports were reviewed by Director Sorell. He noted that the income was high for the year because of the payment from FEMA.

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ITEMS FOR NEXT AGENDA:

Community Outreach Plan
T-Mobile Project

ADJOURNMENT:

The meeting was adjourned at 2125 hours and the next meeting will be on January 15, 2008.

Respectfully submitted,

Shirley L. Burt
Secretary to the Board