

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
DECEMBER 16, 2008**

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

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

**CALL TO ORDER:** The meeting was called to order by the Chair, Director Barkhurst, at 1930 hours. 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 comment at this time.

**REVIEW OF PERS PAYMENT PROCEDURE:**

**Director Barkhurst** reviewed a memo from the Public Employee Retirement system, which stated, in part, that if the Employer paid the employee portion for any employee, then the employer had to do so for all employees. He further explained that there was nothing in writing in the District's files regarding this benefit to the General Manager but that it was his understanding that this benefit had been provided to the General Managers since 1998. He suggested that the General Manager's gross salary be adjusted to include the employee portion and the increase in taxes, which would be incurred noting that it would amount to about a 10% increase or around \$109,000.

It was M/S/C – (Kilburn/Pickard-5/0) – **“That the General Manager's salary be increased to include the amount of his employee portion due to the retirement fund and also the amount of increase in taxes that would be incurred which is approximately a 10% increase.”**

**REVIEW OF KINNELOA MESA PIPELINE BIDS AND AWARD OF CONTRACT:**

The **General Manager** reviewed the spreadsheet that had been provided by the Engineer which provided the breakdown of all the bids that had been submitted. He noted that the lowest bidder was Stephen Doreck Equipment Rental, Inc. who submitted a bid of \$374002.00 and recommended that the Board award the contract to them.

It was M/S/C- (Kilburn/Pickard-5/0) – **“That the contract for the KINNELOA MESA PIPELINE PROJECT be awarded to Stephen Doreck Equipment Rental, Inc. subject to all of the due diligence processes.”**

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**DISCUSSION AND APPROVAL OF SELECTED PROJECTS FOR 2009:**

The **General Manager** reviewed the eight projects and their projected cost that he is requesting approval for the 2009 year, noting that the expenditures would depend upon the funds available. He noted that the list represents two years of projects as some had been scheduled for 2008 but were delayed for various reasons.

It was M/S/C- (Griffith/Pickard-5/0) – **“That the following projects be approved for the year 2009 –1) Install replacement meters per the Master Plan, 2) Apply protective sealer to reservoir roofs, 3) Install Generator Switch at the Office, 4) Purchase a 50 KW Portable Generator for the Office, 5) Replace 60 water meters with transponder and register, 6) Install electrical quick disconnects at all facilities that have generators, 7) Install Intrusion Alarms at the Eucalyptus and Wilcox Reservoirs, and 8) Install FLO-LOC valve at the Brown Reservoir.”**

**Director Barkhurst** noted that what the Board had done with the motion is approving in principle the inclusion of these specific projects on a list and that each project is subject to approval as it comes up to the top of the list.

**REVIEW AND APPROVAL OF SALARY RANGES:**

The **General Manager** presented a table of his suggested salary ranges noting that the ranges had not been adjusted for three years.

**Director Barkhurst** stated that if the old rates are three years old than the new rates should be 7% or 8% higher than the old rates.

**Director Griffith** questioned as to whether these ranges were in line with those published by the water agency group and the **General Manager** explained that the latest publication was not yet available from ACWA.

**Director Barkhurst** stated that he had found that survey very helpful in the past.

It was M/S/C- (Sorell/Pickard-5/0) – **“That the Board approve the following rate schedule for the 2009 year- 1) General Manager-\$90,912-\$144,750/Yr., 2)Facilities Supervisor-\$26-\$36/Hr., 3) Facilities Operator-\$17-\$30/Hr., 4) Administrative Assistant \$17-\$23/Hr., 5) Facilities Operator (PT) \$15-\$20/Hr., 6)Groundskeeper (PT)-\$10-\$15/Hr.”**

**Director Barkhurst** recommended that \$150.00 be spent for the current ACWA Salary Survey so that the Board would have data to compare to the approved data since the data will not be used for at least three months and this would provide one more check to determine whether the approved rates are realistic.

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**ELECTION OF OFFICERS for 2009:**

**Director Barkhurst** requested nominations for the office of Chair of the Board and **Director Sorell** nominated Director Barkhurst and **Director Kilburn** seconded the nomination. There were no further nominations and nominations were closed.

It was M/S/C- (Pickard/Kilburn-4/0) – **“That Director Barkhurst is elected to the office of Board Chair.”**

**Director Barkhurst** requested nominations for the office of Treasurer and **Director Pickard** nominated Director Sorell and the nomination was seconded by **Director Kilburn**. There were no further nominations and the nominations were closed.

It was M/S/C/-(Pickard/Kilburn-4/0) – **“That Director Sorell is elected to the office of Treasurer”**

**Director Barkhurst** requested nominations for the office of Secretary and **Director Griffith** nominated Director Kilburn and **Director Sorell** nominated Director Pickard. There were no further nominations and the nominations were closed.

**Director Barkhurst** noted that there was a contested election and requested a motion to approve the nomination of Director Kilburn for Secretary and **Director Griffith** so moved and **Director Barkhurst seconded the motion.**

**Director Barkhurst** then requested a motion to approve the nomination of Director Pickard for Secretary and **Director Sorell** so moved. There was no second to the motion and the motion died.

It was M/S/C- (Griffith/Barkhurst-4/0) – **“That Director Kilburn is elected to the office of Secretary.”**

**REVIEW OF GENERAL MANAGER’S REPORT:**

The **General Manager** reviewed his report noting that the second new truck is now in service and that the 1989 truck will be put up for sale. He showed the piece of pipe from the Delores Tunnel pipeline that had been damaged during a recent landslide following a rainstorm.

**REVIEW OF THE MINUTES:**

The minutes of November 18, 2008 was reviewed and unanimously approved with the correction of three typographical errors.

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**REVIEW OF FINANCIAL REPORTS:**

**Director Sorell** reviewed the Financial Reports making the following comments -

- Maintenance contractor expenses were up
- Maintenance supplies were up but could be capital expenditures
- Revenue is up about \$50,000 above budget
- Expenses are about 8% below budget
- \$86,671 has been received for the truck financing.

The reports were unanimously approved for filing as submitted.

**ADJOURNMENT:**

The meeting was adjourned at 2045 hours. The next meeting will be held on January 20, 2009 and no items have been identified at this time for the next Agenda.

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board