

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
March 15, 2005**

MEMBERS PRESENT: Directors Barkhurst, Brain, Pickard, Sorell and Stock.

STAFF RESENT: Melvin Matthews, Christopher Burt, and Shirley Burt

CALL TO ORDER: The meeting was called to order at 1933 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 members wished to comment at this time.

REQUEST FOR REVOCABLE LICENSE FOR BROWN WELL SITE

Mr. Griffith, representing the North Kinneloa Ranch Home Owners Association, gave a brief description of changes they wished to make at the Brown Well Site and then answered questions from the Board..

Following the presentation **Director Barkhurst** stated that several months ago he had requested the General Manager to make sure that what was being contemplated in the Revocable License would not trigger any public comment or anything similar to public comment and he wondered if that has been done yet.

The **General Manager** replied that he thought the meeting itself served as a public notice as to what the intention was and since there was one potential applicant he thought that was sufficient notice. He further stated that in his opinion there was nothing more that needed to be done in respect to elicit public comment. He noted however, that just for the record, the purpose in this was to beautify the area and if it could be done to provide something of value to the neighbors there then that makes it better. He also pointed out that if the improvements are being made at no cost to the District then that is an advantage but that if this agreement does not work out then the District would need to do something to beautify the area. He ended his comments noting that before an agreement could be reached, a drawing of the suggested improvements would need to be submitted by the applicant..

Director Stock then questioned the General Manager as to whether he felt that there might be a need to notify the three or four residents adjacent to the site that the KID is involved with simply giving our property for access and multiple use that could contemplate more traffic.

The **General Manager** replied that he thought that might be a good idea and he would draft a letter before the agreement is executed, basically informing the people in the area what is being done. He also noted that it would be good for the North Kinneloa Ranch Property Owners as well so that it doesn't come as a surprise.

It was M/S/C (Sorell/Pickard-5/0)- **“That the General Manager be authorized to negotiate the proposed Revocable License for this property or one substantially similar to it.”**

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DELORES TUNNEL PRODUCTION PLAN COMMITTEE REPORT

The Board reviewed a corrected copy of the report regarding the Delores Tunnel Committee Meeting and it was approved as the official record of that meeting.

APPROVE CONTRACT FOR SLIDE REMOVAL AT EAST TANK SITE

The General Manager reviewed the following bids for removal of the dirt slide at the East Tank Site and noted the need for immediate action to relieve the pressure on the tank.

To remove the dirt from the backside of the tank and compact the dirt on site

Bid #1----Thomas Construction -----\$ 14,736.00

Bid #1A---Hartfield Construction----- \$ 17,840.00

To remove the dirt from the backside of the tank and haul the dirt away

Bid #2----Thomas Construction-----\$ 38,260.00

Bid #2A---Hartfield Construction-----\$ 41,160.00

The General Manager explained that this project and other projects resulting from storm damage were being submitted to FEMA for possible funding. He assured the Board that doing the projects ahead of possible funding did not interfere with the FEMA funding process. It was M/S/C (Barkhurst/Sorell-5/0)–**“That the contract be awarded to Thomas Construction for removal of the dirt from the backside of the East Tank and compacting the dirt at the East Tank Site for the sum not to exceed \$ 14,736.00.”**

REVIEW PROPOSED CHANGES TO SICK/PERSONAL TIME-OFF PROCEDURES

The General Manager reviewed the following changes that he is requesting be made to the current Rules and Regulations regarding sick/personal time off policy.

- 1) That the accrual rate be increased from 67.6 hours per year to 80 hours per year
- 2) That the limit of accrual hours of 240 hours be removed and become unlimited
- 3) That upon termination of employment the District pay out any unused sick/personal time
- 4) Remove the distinction between “sick” and “personal” time off

Following extensive discussion the Chairman suggested that the Board encourage the General Manager, as his time permits, to survey other public agencies in the greater Los Angeles Basin and determine their policies regarding vacation time, sick time, and personal time off. He further suggested that when the information is obtained that a report be made to the Board and at that time the Board could determine whether to set up an Ad Hoc committee.

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APPROVE RESOLUTION 2005-03-15A –MEMBER NOMINATION TO ACWA

The Chairman reviewed the request of the General Manager to become a part of the ACWA Board and serve on the Finance Committee of Region 8. He noted that this Board has had a long standing practice of encouraging its members to participate in such associations. In answering questions from the Chairman the General Manager stated that –

- ACWA has six meetings a year, two outside the area and four within the area
- The annual expense would be approximately \$1000. for transportation, etc.
- He serves on no other Boards
- He thinks that this association is the group that represents our interests the best of all the organizations that he might have the opportunity on which to serve on the Board

The chairman then noted that we are a small District with a limited budget and we cannot afford to belong to every organization and we need to pick and choose very carefully which very few or one our General Manager wishes to belong to.

It was M/S/C (Brain/Sorell-5/0) -**“That Resolution No. 2005-03-15A is approved whereby the Board supports the nomination of Melvin L. Matthews as a member of the Association of California Water Agencies , Region 8 Board of Directors, and Finance Committee and determines that the expenses attendant with the service of Melvin L. Matthews in ACWA Region 8 shall be borne by the Kinneloa Irrigation District.”**

APPROVE RESOLUTION 2005-03-15B –APPLICANT ‘S AGENT TO FEMA

The General Manager explained that this resolution needs to be approved in order to receive funds from FEMA.

It was M/S/C –(Sorell/Pickard-5/0)-**“That Resolution 2005-03-15B is approved appointing Melvin Matthews or Chris Burt or Richard Barkhurst as agents for the Kinneloa Irrigation District for the purpose of obtaining financial assistancet under the California Disaster Assistance Act.”**

DISCUSSION OF GENERAL TANK MAINTENANCE PROGRAM

The General Manager reviewed a proposal that has been proposed by Utility Services whereby they would take over the complete maintenance of all the tanks belonging to the District. He stated that on remedial work it works out to approximately \$10,000 per tank per year. He stated that this accomplishes two purposes-1) It assures perpetual maintenance on the tanks, and 2) it solves in a small way how you finance the big jobs. There was general consensus of the Board that this proposition should be evaluated further and more detailed information provided to the Board at the next meeting.

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GENERAL MANAGER PERFORMANCE EVALUATION

The Chairman suggested that an Ad Hoc Committee be appointed to evaluate the performance of the General Manager noting that it has been one year since his date of employment. He suggested the following procedure –

- That an Executive Session be scheduled prior to the next Board meeting and that the report of the committee would be taken under submission at that time and then reported out at the open meeting to follow on the same day.
- That 15 minutes be spent by the Board in Executive Session on the performance evaluation
- That the General Manager then be invited into the Executive Session to receive the results of that evaluation and make any comments
- That the last five minutes of the executive session be spent hearing from the General Manager about the performance evaluations and salary adjustments of the non-exempt employees, and that the appropriate portions of that information be presented in the open session.

The chairman then requested volunteers for the Ad Hoc Committee and Director Pickard volunteered. It was then unanimously agreed that the Chairman would serve as the other member of this committee. The Chairman requested that the General Manager provide the committee with a self evaluation report after which he will set a meeting for the Ad Hoc committee and a written report will be presented to the Board at the Executive Session prior to the next Board meeting which will include a salary recommendation if appropriate.

GENERAL MANAGER'S REPORT

The Report was reviewed by the Board and the General Manager brought to their attention the fact that an inventory control system was in the process of being developed.

REVIEW OF THE MINUTES

The minutes of February 15, 2005 were reviewed and unanimously approved as presented.

REVIEW OF FINANCIAL REPORT

The financial reports of February 28, 2005 were reviewed and approved for filing as presented.

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ITEMS FOR THE NEXT MEETING

Performance Evaluation of the General Manager
Review of the Tank Maintenance Proposal
Review of Survey of Policies of other Agencies regarding Vacation, Sick, and Personal Time.

ADJOURNMENT

The meeting was adjourned at 2051 hours and the next meeting will be on April 19, 2005. The Executive Session will be scheduled for 1900 hours and the General Meeting will be scheduled for 1945 hours.

Respectfully submitted,

Shirley Burt
Secretary to the Board