

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
November 20, 2007**

MEMBERS PRESENT: Directors Barkhurst, Griffith, Kilburn and Sorell
Director Pickard had previously notified the Board
that he would be unavailable for the meeting.

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 1938 hours. The Agenda was unanimously approved as presented.

PUBLIC COMMENT: No members of the public were present.

DEVELOPMENT OF COMMUNITY OUTREACH PLAN

Director Kilburn reported on her efforts to develop a Community Outreach Plan that would involve other agencies as participants. She made the following comments –

- The California Natural Plant Society meets once a month at the Nature Center and have programs regarding conservation of water and the use of native plants. She has not been able to talk with anyone from that group yet but learned that you plant native plants in the fall not in the spring.
- People in the fire department are available to talk about water conservation, use of native plants that are fire retardant and the spacing of plantings.
- There are consultants who will come to your house and advise you about landscaping, using plantings that require little water usage and also about in-house water conservation measures such as coping with dripping faucets or installing low water flow devices.
- Helen Wong at the Nature Center would help set up a one time meeting at the Nature Center but it would be sometime in May.
- Program could involve use of fire retardant plants as well as conservation of water.
- Written material should be available at the meeting
- Could have several meetings in which a single subject would be addressed at each meeting
- Spring time is a good time for a meeting such as April or May

Director Barkhurst commented that the more reasons rate payers are given to attend the meeting increases the probability that more persons will attend.

Director Sorell noted that we should be concentrating on water conservation.

Director Griffith stated that the Los Angeles County Forester, MWD and the Red Cross are available to make presentations. He also suggested La Salle High School and the Boy Scout Center as possible meeting places.

Director Kilburn commented that High Point Academy can accommodate approximately 80 persons and that the Church of Christ might be available.

Director Barkhurst stated that he favored a bigger agenda in that it makes the District's story easier to tell.

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KINNELOA IRRIGATION DISTRICT
November 20, 2007**

DEVELOPMENT OF COMMUNITY OUTREACH PLAN (CONTINUED)

Director Barkhurst closed the discussion with the recommendation that at the next meeting all Board Members should bring a written list of workable suggestions regarding the Community Outreach Plan and that Director Kilburn will narrow the list of participants to a workable number and assign each Board Member to a particular group. At the meeting a target date will be set and in order to avoid conflict with other community activities Director Sorell will contact Margaret Ready and see if she is aware of any community activities in the month of April or May 2008 in order to avoid a conflict with the District meeting.

REVIEW OF PRODUCTION REPORT

The **General Manager** reviewed the water production report noting that –

- Both production and water sales had increased in the last year which could level off if building and remodeling of homes declines
- The years of self sufficiency that the District has enjoyed could change if there is not a workable plan developed in the near future to stabilize the decline of the water level in the Raymond Basin.

Director Griffith questioned whether there had been any conversation about connecting with MWD and the **General Manager** replied that there had been discussion about a connection to the MWD water main as it passes through the intersection of New York Drive and Sierra Madre Blvd. which would be very expensive. He explained that –

- MWD water can only be distributed by Foothill Municipal Water District to the seven companies that it represents of which the District is one
- Foothill Municipal Water District currently only draws MWD water from a site near the Rose Bowl.
- There has been lots of discussion about a connection to MWD on the Eastside of the Raymond Basin but other storage facilities might be needed
- MWD is facing a 30% cut back in appropriations
- Raymond Basin has been over pumped for years and has been decreasing approximately 3 feet per year
- Both District wells have had their pumps lowered and the K-3 Well is working well but the Wilcox Well is not.
- There is a possibility of losing water rights in the Raymond Basin unless injection of water from an outside source is available.

The **General Manager** finished his discussion by stating that there are other options to consider in securing water but it is his recommendation that for the present time the District build up the long storage account rather than sell that water to the city of Pasadena.

Director Griffith requested that the General Manager provide the Board with a summary of different options available for securing water in the event that the drought continues.

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KINNELOA IRRIGATION DISTRICT
November 20, 2007**

PRESENTATION OF MASTER PLAN

The **General Manager** presented two copies of the revised Master Plan. The red lined copy shows the proposed changes in red and the second copy is the revised Master Plan with the proposed changes included. He explained that Director Griffith had proposed some changes and that he has included some of those suggested changes.

The Directors commented that they found the red lined copy very helpful in understanding the changes.

Director Sorell commented that sometimes problems arise that need to be addressed even though they are not in the Master Plan and noted that the Plan does not take into account actions that are taken to improve efficiency.

The **General Manager** replied that the direction of the current Master Plan was to deal with Fire Preparedness and Emergency Preparedness and he presumed that it was still the direction the Board wanted to proceed.

Director Griffith commented that the current Plan was developed after the fire but that what Director Sorell is suggesting is that maybe a handbook be developed that says if this happens this is what action will be taken.

Director Sorell noted that the District budgets for some efficiency projects that are not in the Master Plan.

The **General Manager** stated that it was not intended to have all proposed projects included in the Master Plan but there would be a related but separate process which would be a project list that would have items prioritized which would include some items from the Master Plan.

Director Barkhurst asked if there was a way to quantify the efficiency or savings accomplished with each project and the **General Manager** replied that it would be very difficult because most of the projects in the Master Plan do not deal with efficiency issues as it was developed to protect property although there are some side benefits operationally.

The **General Manager** stated that it was his goal to have the Master Plan adopted with the approved revisions and also to approve a project list that has supporting documentation and the dollar amounts involved..

Director Barkhurst noted that the problem with efficiency type projects is that the rate payers are less apt to approve rate increases based on that reasoning.

Director Sorell noted there is a 4.5 million dollar list of projects in the Master Plan which will take the District 20 years to complete..

Director Barkhurst questioned if there is list of projects that have been completed and the **General Manager** stated that the list is included in the Master Plan.

Director Griffith commented that a newsletter needs to be sent out showing what has been accomplished and **Director Barkhurst** requested that the development of a newsletter be placed on the Agenda for next month.

The **General Manager** stated that he would like to receive any additional comments from the Board Members regarding the Master Plan so that the final document can be presented to the Board for approval at the January Meeting.

**MINUTES OF THE REGULAR MEETING
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ELECTION OF BOARD MEMBERS

The **Administrative Assistant** reported that the Los Angeles County Board of Supervisors has appointed the following Directors in lieu of election --

Gerrie Kilburn -- Division I

Frank Griffith -- Division II

Maurice Pickard -- Division IV

The **Administrative Assistant** reported that The Los Angeles County Registrar certified that Steven Sorell was elected as Director of Division V. A total of 62 ballots were cast with Steven Sorell receiving 47 votes and Nicholas Vayos receiving 14 votes.

The Directors will take their Oath of Office at the December Board Meeting and the documents will be notarized at that time.

GENERAL MANAGERS REPORT

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

Truck Purchase – Truck will be delivered sometime in January.

K-3 Pipeline – The project was shut down by the city of Pasadena because the project passes through a small portion of Pasadena of which no one was aware and the City requires a permit. There is no time line given for when the permit will be issued. A progress payment has been made to the contractor for the work already performed.

Interruptible Power Controllers – There maybe penalties but the District does not lose the ability to run facilities at any time.

Meetings and Conferences – **Directors Griffith and Sorell** requested that information receive at these meetings be shared with the Board in a short report.

Brown Reservoir Pump House – **Director Griffith** requested that the General Manager look at the site and suggest a plan for improving the site to address the neighbors complaints.

Glen Reservoir Wall – **Director Griffith** questioned whether the wall being built by Mr. Rittenhouse at the site is on District property and if so is there a Permit and Engineering Drawings. He stated that he is concerned because it appears to be about nine feet high, doesn't look as if there is a footing or rebar in the wall and would appear to be a retaining wall. He expressed concern as to the liability involved if the wall should fall. He also questioned whether Mr. Rittenhouse had a contractor's license. The **General Manager** replied that Mr. Rittenhouse is building the wall for the neighbor and that he did meet with Mr. Rittenhouse but does not know if he obtained a permit or if there are drawings.

Page 5

GENERAL MANAGER'S REPORT (CONTINUED)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
November 20, 2007**

Director Sorell stated he would check to determine if Mr. Rittenhouse has a contractor's license and the **General Manager** stated he would review the project and obtain answers to the questions that Board Members have asked regarding drawings and permits, etc.

REVIEW OF THE MINUTES

The minutes of September 24, 2007 were reviewed and unanimously approved .
The minutes of October 16, 2007 were tabled until the December meeting.

REVIEW OF FINANCIAL REPORTS

The Financial Report was reviewed by **Director Sorell**. He noted that \$100,000 was transferred to the LAIF Account. **Director Griffith** questioned the expenditure shown for shop rags but it was determined that the expenditure mislabeled and was for uniforms.

ITEMS FOR NEXT AGENDA:

Community Outreach Plan
Minutes of October 16, 2007
Election of Officers
Development of Periodic Newsletter

ADJOURNMENT:

The meeting was adjourned at 2120 hours and the next meeting will be on December 18, 2007.

Respectfully submitted,

Shirley L. Burt
Secretary to the Board

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