

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

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

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

CALL TO EXECUTIVE SESSION: The meeting was called to order at 1930 hours by the Chairman, **Richard Barkhurst**. He noted that there was a quorum present and called the Board into Executive Session.

CALL TO REGULAR SESSION: The Board reconvened into Regular Session at 2040 hours. The **Chairman** asked for approval of the Agenda as presented and it was unanimously approved.

REPORT OF EXECUTIVE SESSION:

The **Chairman** made the following statement regarding the Executive session.

“As the Agenda states there was a brief review of the payroll documents which was a tutorial to help the Board better understand the documents that make up the payroll. There were no decisions made during that discussion.

Next there was a thorough discussion about the overtime compensation practices for the one exempt employee, the General Manager. Consideration was given to the long time informal practice and salary level and it was concluded that it was appropriate to continue with the general practice of paying overtime to the exempt employee for rotation work and any emergency type tasks that would be required that are above the normal weekly activities and that the overtime compensation should be paid at an hourly wage equal to the straight time hourly salary. Therefore there was a decision made about those issues and it is now a part of the public minutes.”

PUBLIC COMMENT

Mrs. Linda Williams thanked the Board for the conclusion of the Pasadena Glen Road repair which included the placement of the street markers.

EARTHLINK INTERNET SITE LEASE

Mr. Matthews reported that at present the District has completed all of the requirements requested by Earthlink. He stated that he has discussed the visual impact of the installation and related issues with Kinneloa Ridge HOA and they are agreeable to have the project proceed. He noted however that when he reported back to Earthlink it appeared that this was no longer an urgent project and therefore the next action on this project is in Earthlink’s hands.

Mr. Matthews then reported that part of his discussion with the Kinneloa Ridge HOA involved the status of the West and Sage tank sites that are currently easements on land owned by the HOA. He explained that his objective was to get their agreement to deed the land, on

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

Page 2

which the two tanks reside, to the District as they are the only facility sites that the District does not own. He stated that they are agreeable to do that and that he will be contacting Mr. Kruse to draw up the appropriate documents for the HOA signatures. He noted that the District has all of the legal descriptions so the process should be fairly simple.

Director Griffith asked if there was a written agreement with the Kinneloa Ridge HOA regarding their approval of the Earthlink project and **Mr. Matthews** replied that there was not and that he had not gone to them for that purpose. He explained that he went to them to provide information and answer any concerns they might have.

Director Griffith then asked whether it might be advisable to write the HOA a "Thank You" letter for their agreement to the project and **Directors Barkhurst** and **Kilburn** agreed that this should be done in writing.

Director Sorell suggested that the letter should include the statement that "the Kid Board wants to extend their appreciation for their cooperation with this project, etc." and **Mr. Matthews** replied that he would do that so there would be documentation of their agreement.

Director Griffith then questioned the reason for the survey stakes along the office driveway and **Mr. Matthews** replied that T-Mobile is interested in installing a cell phone tower near the office antenna since Edison does not seem interested in giving them a site on their easement at the top of the hill. He explained that they did the survey in preparation for possibly coming to the District with a proposal.

NEW YORK PIPELINE PROJECT STATUS

Mr. Matthews reported that the District has received the revised specifications and drawings for the project and the next step is to send out the request for bids. He noted that he is hoping to recommend a specific contractor to the Board at the next Meeting.

Director Sorell stated that he hopes there will be more than one bidder and **Mr. Matthews** replied that he has solicited a list of contractors from one of the other water agencies and also that some contractors had already indicated an interest in bidding.

FACILITIES REPORT

Mr. Matthews reviewed the draft Facility Report which he had prepared and explained that he could provide this on a monthly basis.

Director Griffith stated that he liked the report and questioned whether new expenses would be added to the report each month.

Mr. Matthew replied that would be done and that by the end of the year it would give a snap shot of the expenses for each facility for that year.

GENERAL LEDGER INFORMATION

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

Mr. Matthews stated that there had been several questions at the last meeting regarding certain items as shown on the budget spread sheet and that he will bring his lap top to the meeting so that he can answer those questions readily. He noted that were questions last month regarding the amount shown on the budget spread sheet not matching the checks written for that month

Page 3

and he explained that they will not always match because sometimes an invoice is received in one month and the check to cover that expense appears on the next month's check register. However he said he will attempt to make an effort to correlate the two when possible.

Director Barkhurst questioned whether everything that is on the General Manager's Lap Top Computer is elsewhere in the office and the **General Manager** stated that it is.

Director Griffith asked if the check register could show the account number to which the expense is charged and **Mr. Matthews** replied that would be too difficult as some checks are expensed to more than one account.

Director Sorell questioned the size of the General Ledger for one month and **Mr. Matthews** replied that it would be approximately 25 pages, and **Director Sorell** stated that was not a alternative and the current financial reports were adequate.

Director Griffith commented that it was his understanding that the files are backed up on an outside system and **Mr. Matthews** replied that everything is backed up locally as well as on an internet site.

BOARD ROOM REFURBISHMENT

Director Kilburn stated that she thought the refurbishment should be done.

Director Barkhurst stated that he disagreed and had some personal issues with the plan. He stated that he has no problem with repairing the ceiling cosmetically and no problem spending as much money as it takes to modernize and put the files in order. But he explained that he has a great deal of trouble making these other expenditures such as a nice board table and chairs for a little Irrigation District that has only five board members, that meets once a month for a couple of hours and he has no problem with what is in use right now. He stated that he thinks it sends a bad message to have a fancy carpet when we are spending our rate payors money.

Director Kilburn stated that she thought the idea was to use the Board Room not just for Board

Meetings and **Mr. Matthews** replied that he had planned for the Board Room to be used for homeowner association meetings and other community organizations.

Director Barkhurst noted that that brings up insurance issues.

Mr. Matthews stated that the Districts insurance company does have certain requirements but that it had always been his desire to make this a more used building and it could be used as a meeting place for vendors, and whomever.

Director Barkhurst stated that in his opinion vendors do not need a fancy table to meet but he will do whatever the consensus of the Board is. He further explained that the District is a small struggling company that is trying to keep water rates as low as possible and that he hated to see the District spending money on some self agrandizing set of Board Table and Chairs and that he is perfectly happy sitting behind the table and chairs that are currently in use.

Director Griffith stated that he said the same thing before because of some of the checks that

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

had been issued previously, but that he had brought someone in to provide some pricing for carpet and painting which he was going to share with the General Manager. He stated that it depends upon what the Board wants to do and how far they want to go. He noted that the colors

Page 4

in the room have been in place so long they are now coming back into fashion except for maybe the doors but that maybe the lights should be replaced with more efficient lighting .

Director Barkhurst stated that he believes in providing a nice professional work space for people who have to work here and that he would much rather spend the money for that space rather than in the Board Room.

Director Griffith stated that he thought that had already been done..

Director Sorell stated that he would like better chairs.

Director Kilburn stated that she would like the Board to have an arrangement where there is more room and that maybe the tables could be arranged differently, but that the ceiling does need to be painted.

Mr. Matthew stated he is comfortable with any decision the Board makes although he does think it makes sense to do some painting but that if the carpet is fine for the Board then it is fine for him. He explained that he thought after thirty years some work was justified and it would encourage him to use the room for other purposes such as a meeting place for community organizations.

Director Barkhurst commented that he had worked for an organization that provided a community meeting room and that they found you are then pretty much legally obligated to accept any bona fide organization that wants to meet.

Directors Sorell and **Pickard** expressed concern about that possibility.

Director Kilburn noted that then the District would have to provide staff and security.

Director Griffith noted that also electricity and water, etc. would have to be provided..

Director Barkhurst noted there would also have to be an insurance arrangement.

Director Barkhurst then stated that the Board had reviewed this project twice before which had been estimated at a cost of approximately of \$8,000 and asked if any member of the Board wished to make a motion so that the will of the Board could be determined.

It was then M/S/C-(Sorell/Kilburn-5/0) **“That Director Griffith and the General Manager proceed with the refurbishment project as recommended by the General Manager subject to other bids that have been obtained by Director Griffith.”**

Director Barkhurst stated that the intent of the motion is to have Director Griffith and the General Manger work together to get the refurbishment done in the most cost effective manner.

Director Kilburn cautioned that whoever takes on the painting of the ceiling be careful not to saturate the ceiling because it will fall down.

GENERAL MANAGER’S REPORT

Mr. Matthews asked if there were any questions from the Board regarding the report and

Director Sorell stated that he had no questions but noted that there had been one service

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

termination which is a rare occurrence.

Director Sorell then questioned why the Board of Directors Election Packet had been included in the Board Packet and Mrs. Burt explained that it had been included because the Director

Page 5

positions for Districts One, Two, Four, and Five are up for election in November. She explained that the packet was provided for their information and that the same information is available on line. She noted that letters notifying all customers in each of the four Districts of the upcoming election would be mailed out the following day.

REVIEW OF MINUTES

The minutes of July 17, 2007 were reviewed and unanimously approved with the deletion of the word "east" on page 3, line 29,

REVIEW OF THE FINANCIAL REPORT:

The Financial Reports were reviewed by the Treasurer.

Director Sorell questioned the three payments for pump maintainance and **Chris Burt** explained that two of the payments were for routine maintenance for the two portable Paco Pumps and the third payment was for the routine pump checks for the Wilcox and K-3 Wells Pumps which are required by the Raymond Basin Management Board every three years to determine the pump accuracy and efficiency.

Director Sorell questioned the two payments to DHS-OCP for certification and **Mr. Matthew** explained that is for the every three year certification requirement for all operators by the Department of Health Services.

Director Sorell questioned the payment to Byrd Electronics and **Chris Burt** explained that it was for corrections to the alarm program in the Scada System..

Director Griffith questioned the PERS payment and Mr.atthews explained that it includes the District's portion as well as the amount that the employees paid which has been withheld from their payrollcheck.

The Financial Reports were unanimously accepted as presented.

ITEMS FOR NEXT AGENDA

District Directors Nomination Results
New York Pipeline Project
Ad Hoc Committee

ADJOURNMENT

The meeting was adjourned at 2145 hours. The next meeting will be held on August 21, 2007.

Respectfully submitted,

Shirley L. Burt

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JULY 17, 2007**

Secretary to the Board