

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
January 15, 2008**

**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.

**APPROVAL OF RESOLUTION 2008-01-15 – TRUCK FINANCE AGREEMENT**

The **General Manager** stated that the resolution is being presented to the Board because the lending agency requires approval of the agreement by the Board of Directors. He explained that the loan amount is for \$100,000 at 4.75 % which covers the cost of both trucks with some funds to spare.

**Director Kilburn** questioned as to who had written the agreement and the **General Manager** replied that it was written by Municipal Finance Corporation.

**Director Sorell** noted that it establishes receipt of funds on a reimbursement basis from the proceeds.

**Director Barkhurst** questioned whether it was clear that this involved two separate amounts at two different times and the General manager replied that was understood.

**Director Barkhurst** stated that he felt a letter of clarification should be received from the lending agency regarding this and the **General Manager** stated that he would ask for that.

**Director Griffith** questioned as to whether the District's legal counsel had reviewed the Agreement and the **General Manager** stated that it had not been reviewed by legal counsel.

**Director Griffith** questioned whether the loan could be paid off at any time and the **General Manager** replied that it could .

**Director Barkhurst** stated that he wanted clarification that the 4.75% interest rate was per annum over the five years of the agreement and that there would be two separate amounts at two different times.

It was M/S/C-(Kilburn/Sorell-5/0)

**“That the resolution be approved as presented after the clarification requested by Director Barkhurst is received.”**

**APPROVAL OF REIMBURSEMENT EXPENSE – HOLLY PIPELINE**

The **General Manager** explained that in March of 2006 a District water line broke on the edge of a slope adjacent to the Holly Tanks causing extensive hillside damage to Mr. Lorant's property as well as depositing a great deal of dirt down in his property. Following the incident the District obtained an estimate and Mr. Lorant obtained an estimate to repair the damage and

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**APPROVAL OF REIMBURSEMENT EXPENSE – HOLLY PIPELINE (cont.)**

because Mr. Lorant's estimate was substantially less the General Manager gave verbal agreement to have the work done by Mr. Lorant's firm thinking that this would also guarantee that the work would be done to Mr. Lorant's satisfaction. He further explained that there is no doubt as to the District's liability in the incident and that there were extenuating circumstances that delayed Mr. Lorant's submission of the billing in a timely manner.

**Director Griffith** asked if the District had done anything to mitigate this from happening again and the **General Manager** replied that if the proposed East West line was ever installed then this line could be abandoned but that at the present time due to the altitude of Mr. Lorant's property he has to be served by the line which comes from the East Tank Zone. He noted that the repair to the line had been done to the best of the District's ability but that it is an old galvanized line that has been there for a very long time. .

**Director Sorell** questioned a statement in Mr. Lorant's letter that stated "I believe that this project has been satisfactorily completed and this will be the final payment". He would like to see a signed final release.

It M/S/C-(Kilburn/Sorell-5/0)-

**"That the amount of \$8,800.00 will be paid to Mr. Lorant upon the receipt of a signed release statement that will be drafted by the General Manager and Director Sorell."**

**REVIEW OF COMMUNITY OUTREACH PLAN**

**Director Kilburn** passed around a proposal sheet which outlined the following three options --

Have a newsletter to send out the message of water conservation

Have a meeting to deliver the message

Do both the newsletter and the meeting

She noted that there are many sources of information for a newsletter, many opportunities to attend public meetings that are already being done by other organizations and many organizations that are willing to participate in a planned event. Also there are persons who are willing to open their gardens for public viewing so that people can see how drought resistant plantings look. She stated that she has tentatively engaged the Eaton Canyon Nature Center for Saturday, May 17<sup>th</sup> for a possible meeting and that the costs involved will include \$37.50/hr for the Nature Center, advertising and mailing, program printing, refreshments, and audio equipment for approximately \$150-\$200. The program would go from 9:00 A.M. to Noon and registration would be at 8:30 A.M. She also planned to have handouts that would be some tangible information that attendees could take home.

**Directors Sorell and Griffith** stated that the meeting should be held as Director Kilburn has suggested and that the attendees would be solicited only from KID customers.

**Director Barkhurst** stated that at the next meeting possible speakers should be identified, the question of the audio and video requirements be discussed, methods of advertising the event be decided and a draft of the newsletter be available.

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**REVIEW OF COMMUNITY OUTREACH PLAN (cont.)**

At the conclusion of the discussion the following agreements were reached --

- The meeting would be held at the Eaton Canyon Nature Center on May 17<sup>th</sup>
- Persons would be asked to pre-register and that a flyer could be sent out with the water billings
- The program would go from 9A.M. to Noon
- The meeting would be scheduled as a Special Meeting of the KID
- The funds necessary for this event would come from the PR item which is already in the approved budget.

**APPROVAL OF THE MASTER PLAN**

The **General Manager** stated that he was bringing this Plan to the Board for any last minutes changes or suggestions and that if there were none he hoped that the Board would adopt the Plan so that the final document could be printed after checking for minor errors in spelling, etc.

It was M/S/C-(Sorell/Pickard-5/0)

**“That the Revised Master Plan be adopted substantially in the same form as presented and that the General Manager be empowered to make any changes to correct spelling, layout or formatting issues.”**

**GENERAL MANAGER’S REPORT**

The **General Manager** reviewed the following items in his report.

**A. Truck Replacement:** Delivery is expected by late January or early February

**B. T-Mobile Antenna:** T-Mobile has decided on another site

**C. New York Drive Pipeline:** Project is done and there will be a review of change orders and the additional cost to be paid

**Director Griffith** questioned the cost to the District for the additional Engineering expense that had to do with the city of Pasadena involvement and stated that he thought that it was the Engineer’s responsibility to have drawn the map showing the involved piece of property so that the necessary permits would have been obtained from the City Of Pasadena.

**Director Sorell** stated that this additional expense would then have shown in the original estimate so the overall result is the same even if the engineer did not have the plans drawn correctly.

**Director Griffith** questioned whether the District would be receiving “As Built” drawings since there were some changes in the field and the **General Manager** stated that he would obtain those.

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**GENERAL MANAGER'S REPORT (cont.)**

**D. Wilcox Well Pump** –Temporary repair was made when the motor starter failed

**Director Barkhurst** questioned the cost for a new motor at the Wilcox Well and the **General Manager** stated that the estimate was about \$20,000 for the motor and installation and that it is an item that will be added to the project list.

The **Facilities Supervisor** explained that if the current motor fails, which it could at any time, there is no replacement for the current model motor and the well would have to be taken apart and a new drive shaft put in that would fit a newer model motor.

**E. Delores Tunnel:** The landslide severed the pipe line.

**Director Sorell** questioned the cost of the repair and the General Manager replied that it took two days but it should not be excessive.

**F. ACWA/JPIA** – The annual inspection was done by Lee Patton.

**Director Griffith** requested to see a copy of the report and the General Manager said that he would provide a copy when the report is received.

**Director Griffith** referenced the letter that had been sent to Mr. Roberts regarding the Glen Reservoir Wall and suggested that the letter be recorded on the property so that a new buyer moving in would know that the wall belong to the KID.

**Directors Pickard and Kilburn** agreed.

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**REVIEW OF THE MINUTES**

The minutes of December 18, were reviewed and approved with typo corrections.

**REVIEW OF FINANCIAL REPORTS**

The Financial Reports for December 31, 2008 were reviewed by Director Sorell and unanimously approved for filing.

**Director Sorell** noted that the records need be ready for the Auditor and he stated that he needed to review the cancelled checks and questioned whether we are getting the images from the Bank. The **General Manager** stated that there is a charge for getting these images.

**Director Barkhurst** stated that you look at the check on line or request images.

The **General Manager** stated that he would like to find out the cost for getting the images and that he thought that if two Board Members sign the check and look at the invoice at the same time that that should be sufficient.

**Director Sorell** stated that the additional information needed is that there is a check that gets written to McMaster Carr and written to Mel Matthews and that could be a check that is never shown to anybody because no one makes sure that all check numbers are written in sequence.

**Director Barkhurst** recommended that the Treasurer discuss this problem with the Auditor.

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**ITEMS FOR NEXT AGENDA:**

Community Outreach Plan  
Selection of Ad Hoc Committee to Review the General Manager's Performance

**ADJOURNMENT:**

The meeting was adjourned at 2125 hours and the next meeting will be on February 19, 2008.

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board