

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 19, 2005**

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

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

**CALL TO ORDER:** The Executive Session was called to order at 1930 hours by the Chair, Richard Barkhurst.  
The Regular Session was called to order at 2000 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.

The General Manager reviewed a letter received from a customer requesting additional time to pay a delinquent water bill. It was decided to grant the request and to charge interest but no penalty.

**GENERAL MANAGER'S PERFORMANCE EVALUATION**

The Chair made the following report regarding the General Manager's Performance Evaluation stating –

- That the Ad Hoc Committee of Directors Pickard and Barkhurst had met on March 30, 2005 , and constructed a performance review of the General Manager for presentation to the Board. No decisions were made during that meeting.
- That the Board met in Executive Session this evening, reviewed the performance evaluation as written by the AD Hoc Committee, then reviewed this report with the General Manager, and the General Manager signed the evaluation.
- That the Board recommended the General Manger be given a 4% salary increase of \$252.00 to his current salary of \$6300 per month effective April 1, 2005.

M/S/C (Barkhurst/Sorell-5/0)-**“That the Board approve the Performance Evaluation that has been signed by Maurice Pickard and Richard Barkhurst and accepted in signature by Mel Matthews”.**

The Chair then stated that this review had been accepted on a confidential basis and is to be placed into Mel Matthews personnel file.

M/S/C-(Barkhurst/Sorell-5/0) –**“That a 4% salary increase be approved which will bring the General Manager's salary to \$6,552.00 per month effective April 1, 2005.”**

Following this motion the Chair stated that the General Manager had briefly reviewed, for the Board's edification, the current salary levels of the non-exempt staff and because that information was a personnel issue it would not be shared in the public meeting.

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**REVIEW WATER TANK MAINTENANCE PROGRAM**

The General Manager reviewed the program that had been presented at the prior meeting noting that he thought it had a lot of merit and provided the District with some predictable costs over a long period of time. He stated that it is good from a budget standpoint but also, in comparison to a la carte services of tank maintenance, the costs seem to be quite reasonable. Following an extensive discussion regarding the advantages and disadvantages of the program, the Board authorized the General Manager to negotiate a contract proposal that would- 1) spread the suggested expense for the first three years over the first five years without increasing the dollar amount, and 2) delineate with more specificity the services that would be covered. The Board also requested that some historical record of the past costs involved with tank maintenance be compiled knowing that in the past for financial reasons the District has been operating only in a maintenance mode.

**REVIEW DELORES TUNNEL ECONOMIC ANALYSIS**

The General Manager reviewed the economic analysis report that he had performed at the request of the Board to determine if the Delores Tunnel was a valuable resource. The Chair noted and there was a consensus of the Board that –1)the District is permitted to take and will take the maximum flow of water allowed under the existing EIR and 2) if an emergency situation exists as defined in the EIR the District will take whatever water it has to take, up to 100% of the flow during the time of that emergency. The Chair then further stated that as a matter of policy the Board should require that the District take the maximum allowable water under the EIR every day.

Chris Burt reminded the Board that operationally there is still a problem with the Wilcox Well as the level is still very low.

**REVIEW OF LAFCO PROPOSED BUDGET FOR 2005/2006**

The Board reviewed the proposed LAFCO budget and noted the District's share as being \$387.29

**REVIEW OF STATUS OF ANNUAL AUDITOR'S REPORT**

The General Manager reported that Director Sorell and the General Manager had reviewed the

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draft auditor's report and had sent their comments to the Auditor. The Board then requested that the Auditor be requested to present her final report to the Board at the next meeting.

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**GENERAL MANAGER'S REPORT**

The Report was reviewed by the Board and the General Manager directed their particular attention to the status of the projects submitted to FEMA.

**REVIEW OF THE MINUTES**

The minutes of March 15, 2005 were reviewed and unanimously approved as presented with a correction in the second paragraph, third line -the words "**need for a**" to be inserted after the word "**any**" and the word "**period**" to be inserted after the word "**comment**"

**REVIEW OF FINANCIAL REPORT**

The financial reports of March 31, 2005 were reviewed and approved for filing as presented.

**ITEMS FOR THE NEXT MEETING**

Review of the Tank Maintenance Draft Contract  
Presentation of 2004 Budget by Auditor

**ADJOURNMENT**

The meeting was adjourned at 2112 hours and the next meeting will be on May 17, 2005.

Respectfully submitted,

Shirley Burt  
Secretary to the Board