

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
FEBRUARY 19, 2008**

**MEMBERS PRESENT:** Directors Barkhurst, Griffith, Kilburn, Pickard and Sorell  
Director Pickard left the meeting at 1950 hours and returned  
at 2010 hours.

**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. He noted that there was a revised copy of the Check  
Register before the Board and that the Check Register that had been sent  
out in the Board Packet contained lining up errors. He requested that both  
documents remain in the official Board Packet. The Agenda was then  
unanimously approved as presented.

**PUBLIC COMMENT:** No members of the Public wished to comment at this time.

**TRUCK FINANCE AGREEMENT**

**Director Barkhurst** explained that this agreement reflects the Board's decision to finance the acquisition of one or two trucks in the next year or so and that these documents reflect that decision and the decision to go with the Municipal Finance Corporation.

The **General Manager** explained that the agreement has been reviewed by him and the Jim Ciampa, Attorney and that changes were made as shown in the blue type. He noted that the document represents an installment sale as the District will take delivery of the truck and be reimbursed out of the proceeds of the sale since, due to the timing issues, there is not enough time to establish a separate account.

**Director Griffith** questioned whether the insurance mentioned on page 5 was in addition to what the District has and the **General Manager** replied that the insurance the District currently has will provide the coverage required.

**Director Griffith** commented that it looks as if a lien is being placed on the vehicle and therefore the District is not borrowing the full \$100,000. just the amount that is being reimbursed to the District for the actual cost of the truck.

**Director Sorell** stated that he noted an oddity in the agreement regarding the early payment procedure but that it is not important as there is no plan to pay off the debt early.

**GLEN RESERVOIR WALL**

**Director Barkhurst** stated that this item had been placed on the Agenda by Director Griffith.

**Director Griffith** commented that there had been a discussion about recording a document on the property to indicate that this was the District's property.

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**GLENN RESERVOIR WALL (continued)**

**Director Sorell** replied that it had been determined that this could not be done without a survey and that the decision by the Board had been to not spend the money for a survey.

**Director Griffith** replied that he had given the General Manager copies of two different bids for surveying both the Glen Reservoir and the Brown Well and that he thought it was important to know the legal property boundaries and what the District needs to protect.

**Director Pickard** questioned as to the nature of Director Griffith's concern and **Director Griffith** explained that in his opinion the wall was not constructed properly, was constructed without permits and engineering drawings, and the letter that was received from the adjacent property owner stated that he would treat the wall as his own property. He stated that it was his understanding that a decision had been made that the District would record a letter stating that it is District property so that there would be no misunderstanding in the future. He explained that while there are some costs involved he thought it important to know where the property lines are located..

**Director Sorell** stated that he had understood that the cost to do a survey would be very expensive and **Director Griffith** stated that the estimate he received was \$2500.

**Director Sorell** suggested that an alternative action would be to have a letter between the District and that current property owner, that this letter would be valid document and, while the recording of a document would make it follow with the land if it is sold in the future, instead the District would have the responsibility of remembering to present this letter to any future property owner as they would have no knowledge of it otherwise.

**Director Griffith** stated that when he went to the County he found there was very little information regarding District properties and that you could not look them up by address, and asked if anyone had more information about this issue as relating to the Glen Reservoir.

The **Facilities Supervisor** stated that you have to have an address before Edison will provide an electrical hook up and that the current address for the Glen Reservoir is on Pasadena Glen Road. He stated that there are some construction maps but that to his knowledge there is only one property corner known for that site.

A discussion then was held between Mrs. Williams, owner of property to the east side of the Glen Reservoir, and Staff regarding the status of the property as to whether there were easements or whether the property was actually owned by the District, and it was determined that there is some misunderstanding about the legal boundaries of the Glen Reservoir property.

**Director Barkhurst** then reminded the Board that on January 18 the General Manager had issued a memo stating "It is not proper to be debating and discussing this matter via Email but  
1) I gave permission for the wall to be built, 2) The wall is in the exact location of the former chain link fence, 3) Neither party knows the exact location of the property line, 4) the wall represents an improvement to both parties, 5) the wall prevents the former slope from sliding or eroding onto the Glen Reservoir site, 6) At the Board request I verified that the wall was properly engineered and constructed, 7) As requested by the Board the owner accepted responsibility for maintenance of the wall if necessary, 8) We acknowledged acceptance of his liability."

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**GLEN RESERVOIR WALL(continued)**

**Director Barkhurst** then stated that if there were no motions to be considered for further action that this matter be considered closed

**Director Griffith** stated that he thought there were still problems but that the action Director Sorell had suggested should be done as a minimum and **Director Sorell** agreed.

**Director Sorell** requested that Staff develop some method whereby Staff would remember to give a copy of the proposed letter to any future owner.

**BROWN WELL SITE**

**Director Barkhurst** stated that this item had been placed on the Agenda by Director Griffith.

**Director Griffith** stated that the same problem concerning the boundaries of the Brown Well property exists as with the Glen Reservoir and he noted that a pipeline has been constructed into the area of the Brown Well Site. He also stated that a wall has been built that blocks the District's easement to the East Tank and questioned as to whether the District knows the boundaries of that easement.

The **Facilities Supervisor** stated that to his knowledge the Brown Well Site has never been surveyed, and that in the past there had been hedges surrounding the site which are now gone and that the clear area of about 5 or 10 feet that existed before is now covered with plantings. He stated that he has no way of knowing without a survey whether the construction on the west side of site has encroached on the District property. He explained that when the District acquired the properties in 1974 from the Mira Loma Water Company there were no surveys conducted.

**Director Barkhurst** stated that when any of these subjects come up from time to time he thinks that it is proper to ask the question as to what the impact is on the District operationally, financially, legally, or any other impact that might occur and if after analysis there appears to be no impact that it should be noted in the minutes that this matter was discussed.

**Director Griffith** questioned as to the impact of the wall being built at the East Tank site and the **General Manager** replied that he had written a letter to the homeowner including a copy of the agreement that they had signed and indicated that they needed to maintain the District's access as per the agreement or in some other mutually agreeable way such as their driveway, or whatever. He further stated that he has not had a reply at this date and does not think further action need be taken at this time.

At 1950 hours Director Pickard left the meeting due to a prior commitment.

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**NEW YORK DRIVE PIPELINE PROJECT REVIEW**

**Director Barkhurst** stated that he had requested this item be placed on the Agenda because he thinks it is appropriate to have a post project review of any and all major projects as it can be a valuable tool to understanding what went right and what went wrong and to use that information as the building foundation for future projects.

It was M/S/C-(Barkhurst/ Sorell-4/0)- **“That the Kinneloa Irrigation District Board, beginning with the New York Pipeline Project, have a formal review of all future major projects in the context of using that information as the basis for better knowledge to do better in the future.”**

It was M/S/C-(Barkhurst/Kilburn-4/0)- **“That the review of the New York Pipeline Project be tabled until the next meeting.”**

**PIPELINE ENGINEERING PROJECT**

The **General Manager** stated that he had received two estimates for the Engineering required for the Kinneloa Mesa Pipeline Project. He noted that the estimates are divided into the categories of Engineering and Plans and Specifications, Profile Engineering and Drawings, and Hydraulic Analysis.

At **Director Barkhurst’s** request the General Manager gave a brief description of the term Hydraulic Analysis and stated that one had been done of this area at the time of the Doyme Road proposed development some years ago.

**Director Barkhurst** questioned whether there had been any changes to the area involved since that analysis had been performed and the **General Manager** stated that there had been no changes and that he did not think another hydraulic analysis was necessary for this project.

**Director Kilburn** questioned whether this project would accommodate any mega houses that would be build in the future, and the **General Manager** replied that it would be impractical to redesign the system at this time to accommodate that incremental cost and that it would be so large the property owners would not agree to pay for the expense involved.

**Director Griffith** questioned whether the District is meeting the current Fire Department requirements and the **Facilities Supervisor** replied that at the time of the Hydraulic Analysis the Fire Department required 1250 GPM at any fire hydrants or any new fire hydrants and that since that analysis the duration of fire flow required has been enhanced by the addition of the Sage Tank to the system. He noted, however, at the time of the analysis the Doyme Road Project was being considered which would have provided a loop allowing a two way flow and that houses over 5000 square feet were not in the equation.

It was M/S/C-(Kilburn/Griffith-4/0)-**“That in the case of the Kinneloa Mesa Pipeline Project that there be no money spent on a Hydraulic Analysis.”**

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**PIPELINE ENGINEERING EXPENSE(continued)**

At Director Barkhurst's request the General Manager gave a brief description of Profile Engineering.

**Director Barkhurst** questioned as to what the impact of not doing profile engineering would have on the District and the **General Manager** replied that he did not think there would be any impact and he did not think it was an expense that should be incurred on this project.

**Director Barkhurst** questioned as to what the District receives for the \$11,000 cost.

The **Facilities Supervisor** noted that what you don't get without a profile is knowing where to place the air release and blow off valves which will be needed as the project is replacing 4 inch line with 8 inch line and a lot more air can be trapped. Knowing where the high and low points are in the system would be helpful in knowing where to place these valves since permission of the homeowners will be required when placing these valves as well as the fire hydrants.

**Director Kilburn** questioned as to the streets involved in the project and the **Facilities Supervisor** replied the involved area would include West Meyerloa, West Clarmeya, Lindloa, and Doyne Road including the cul-de-sac.

**Director Griffith** noted that when he worked for MWD there were profile drawings for every project regardless of the size of the pipe.

**Director Pickard** stated he did not believe profiles were necessary as this was not a new project and he did not think the gas lines in the area posed a hazard.

**Director Griffith** commented that when you open holes during the project you can measure the Depths of various pipes and put that information on the profile.

**Director Kilburn** stated that since the District Staff has indicated that the project will be carried out in a careful manner she does not think the profile drawings will be needed.

It was M/S/C-(Kilburn/Barkhurst-4/1-Director Griffith opposed) **“That in the case of the Kinneloa Mesa Project no money be spent on Profile Engineering.”**

**CAPITAL PROJECTS**

The **General Manager** requested the Board's approval for projects five and six that are listed on the Capital Project List.

It was M/S/C-(Pickard/Griffith-5/0)-**“That project #5-Upgrade SCADA Software to the current version and Project #6-Install SCADA at the Brown Reservoir be approved”.**

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**SALE OF THE 1993 CHEVROLET TRUCK**

The General Manager requested the Board's permission to sell the 1993 S10 Chevrolet Truck as is required by the District's Rules and Regulations. He stated that there is one possible buyer and he has sent the price at \$1385.

It was M/S/C-(Barkhurst /Kilburn-5/0)-**"That the General Manager be empowered to sell the 1993 Chevrolet Truck for whatever price he can obtain."**

**COMMUNITY OUTREACH PLAN**

**Director Kilburn** stated that she would like to propose that at this time the proposed conference be tabled and that the educational outreach to the community by pursued with the newsletter that has been developed by the General Manager and also activities within our own homeowners organizations.

**Director Sorell** stated that he had been made aware of a watering device that would be useful is limiting outside watering that could be made available to customers for no cost or low cost.

**Director Barkhurst** suggested that Board Members do a little research about those conservation materials that could be made available to the rate payers on a no cost or low cost basis and come back to the Board with a proposal.

It was M/S/C-(Kilburn/Griffith-5/0)-**"That the proposed Community Outreach Meeting be tabled until some future date."**

**Director Kilburn** suggested that conservation information also be placed on the District Web Site and the **General Manager** stated that he had already put some information there.

**Director Griffith** questioned whether the newsletter presented in the packet was final copy and suggested that the District logo be placed at the top like that on the trucks and Director Kilburn agreed.

**APPOINTMENT OF THE AD HOC COMMITTEE**—General Manager's Performance Review

**Director Barkhurst** explained the process of appointing members to the committee and the responsibilities of the committee members. He noted that the first step in the process is the appointment of the AD Hoc Committee consisting of less than three people explaining that if more than two people are on the committee then the meeting has to be Noticed and time constraints are mandated and that he would prefer that this be treated on an Ad Hoc basis unless the Board deemed otherwise.

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**APPOINTMENT OF AD HOC COMMITTEE (continued)**

**Director Barkhurst** then requested that two members volunteer to serve on the Ad Hoc Committee and Directors Griffith, Pickard, Kilburn and Sorell volunteered.

**Director Sorell** suggested that Director Barkhurst appoint two members to the committee and

**Director Barkhurst** stated that he preferred not to do that.

**Director Barkhurst** then suggested that the total Board meet in Executive Session and accomplish the procedure all at one time.

There was agreement that

--Director Sorell would bring his computer to the Executive Session,

--Within the next few days the General Manager would send his self assessment via Email to all Board Members

-- The Board would meet in Executive Session at 1800 hours on March 18

-- The Board would go into Regular Session immediately following the Executive Session.

**GENERAL MANAGER'S REPORT**

The General Manager reviewed his report that was presented in the packet.

**REVIEW OF THE MINUTES**

The minutes of January 18, 2008 were approved as presented.

**REVIEW OF FINANCIAL REPORTS**

**Director Barkhurst** noted that the Check Register provided at the beginning of the meeting was the document to be reviewed as the errors in the description column had been corrected from the Check Register submitted in the Board Packet.

**Director Sorell** then reviewed the reports and requested clarification on various checks.

There were questions about the expense regarding the meters and the **Facilities Supervisor** explained that this expense involves the upgrading of the meter reading system to a radio drive by system and that all of the Board Members would be having their meters changed and become part of that system.

The Financial Reports were then unanimously approved for filing.

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**ITEMS FOR NEXT AGENDA**

Report from Executive Session  
New York Pipeline Review  
Report on Sale of 1993 Truck

**ADJOURNMENT:**

The meeting was adjourned at 2055 hours. The next meeting will be an Executive Session at 6 P.M. on March 18, 2008 and the Regular Session will follow afterward.

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board