

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
JANUARY 17, 2017**

MEMBERS PRESENT: Directors Griffith, Kilburn and Opel

MEMBERS ABSENT: Directors Eldridge and Johnson

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

PUBLIC PRESENT: Shirley Spencer

CALL TO ORDER: The meeting was called to order by the Chair, Director Kilburn, at 7:35 P.M. A quorum of Board Members was present. After review of the Agenda, item 3 (Election of Officers) and item 5 (Vosburg Pump Station Replacement Project Management Review) were removed from the Agenda and will be considered at the February meeting.

PUBLIC COMMENTS: Shirley Spencer requested a meeting with the **General Manager** to discuss replacement of plants damaged during the East Tank – West Tank Connector Pipeline project. The **General Manager** explained that the project was not completed and that the contractor and he will be available to meet on the site to arrange for the replacement plants when the final cleanup work was undertaken. He also mentioned that the pipe crossing the flood control channel will be painted and the suggested color is forest green.

DISCUSSION AND ACTION REGARDING COST OF LIVING INCREASE: Directors discussed information and recommendations in the **General Manager's** memo but did not take any action. Item will be on the next agenda for further discussion after receiving additional information from the **General Manager** including a link to the State Controller's site to review current compensation data.

EAST TANK - WEST TANK CONNECTOR PIPELINE PROJECT:

The **General Manager** reported that the project completion has been delayed due to the rain and that about four weeks of good weather are needed to complete the 250 feet at the upper portion of the Fire Easement Road, final paving on Villa Heights Road, paving of the Fire Easement Road and painting the new fire hydrant and the pipe over the flood control channel.

MUTUAL AID AGREEMENT: The **General Manager** presented the draft agreement that has been presented to the eight retail agencies of Foothill Municipal Water District and already incorporates input from those agencies. The directors discussed the agreement and had no recommendation for changes except that **Director Opel** would prefer the use of the word "withdraw" rather than "retract" in two places.

After discussion, it was M/S/C-(Opel/Griffith-3/0)

"That, after review by our attorney, the Board authorizes the General Manager to execute the Mutual Aid Agreement."

(Aye-Griffith, Kilburn, Opel/Nay-0/Abstain-0)

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Page 2

GENERAL MANAGER'S REPORT: The Report was reviewed by the Board and discussion on items was provided as requested. The "Total Monthly Water Sales" chart and the requested data for 2013-2016 was included with the report and the directors indicated that it would be useful to maintain this chart for future analysis of customer water usage and the result of conservation efforts. The **General Manager** said that customers will be receiving a similar chart of their individual usage in addition to the Annual Water Usage report.

REVIEW OF MINUTES: The minutes of December 20, 2016, were reviewed and approved for filing and posting on the web site. The Directors requested that the review of minutes be placed after public comment on future agendas.

REVIEW OF FINANCIAL REPORTS: The Financial Reports for December 31, 2016, were reviewed and approved for filing as presented. The **General Manager** confirmed that **Director Johnson** had reviewed bank statements.

ITEMS FOR THE NEXT AGENDA:

Closed Session for Performance Evaluation of the General Manager

Election of Officers

Discussion and Action Regarding Cost of Living Increase

Vosburg Pump Station Replacement Project – Project Management Review

East Tank - West Tank Connector Pipeline Project Update

ADJOURNMENT: The meeting was adjourned at 9:10 P.M. The next meeting will be on February 21, 2017, with a closed session at 6:30 P.M. and the regular meeting at about 7:30 P.M.

Respectfully submitted,

By Melvin L Matthews
General Manager and Acting Secretary to the Board