

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
FEBRUARY 21, 2017**

**MEMBERS PRESENT:** Directors Eldridge, Griffith, Johnson, Kilburn and Opel

**MEMBERS ABSENT:** None

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

**PUBLIC PRESENT:** Shirley Spencer and Don Murphy representing the Kinneloa Canyon Association

**EXECUTIVE SESSION – CLOSED MEETING:** The Chair excused the staff and public and opened the Executive Session for the performance evaluation of the **General Manager** at 6:30 P.M. and closed the Executive Session at 7:30 P.M.

**REGULAR SESSION – OPEN MEETING:** The meeting was called to order by the Chair, Director Kilburn, at 7:39 P.M. A quorum of Board Members was present. The Agenda was reviewed and no changes were requested.

**REPORT ON CLOSED MEETING:** The Chair, Director Kilburn reported that the performance evaluation of the General Manager was postponed after discussion and that the Board will be considering the hiring of a human resources consultant to assist the Board in evaluating current staffing and compensation issues and reviewing recommendations for possible changes to assure continuity in the operation of the District.

**PUBLIC COMMENTS:** Shirley Spencer and Don Murphy presented a plan for replacement of plants damaged during the East Tank – West Tank Connector Pipeline project. The General Manager said that the plan would be reviewed with the contractor. If necessary, the General Manager will be available to meet on the site to finalize the arrangements in conjunction with the final cleanup work.

**REVIEW OF MINUTES:** The minutes of January 17, 2017, were reviewed and approved as presented for filing and posting on the web site. As requested, the review of minutes is now placed after public comments.

**ELECTION OF OFFICERS:**

Nominations for the Chair were opened.

Upon M/S/C-(Griffith/Eldridge-4/1) **Director Kilburn was elected Chair.**  
(Aye-Eldridge, Griffith, Johnson, Opel/Nay-Kilburn/Abstain-0)

Nominations for Secretary were opened.

Upon M/S/C-(Griffith/Opel-5/0) **Director Eldridge was elected Secretary.**  
(Aye-Eldridge, Griffith, Johnson, Kilburn, Opel/Nay-0/Abstain-0)

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Nominations for Treasurer were opened.

Director Johnson was nominated for re-election but his nomination did not receive a second. After discussion and upon M/S/C-(Johnson/Eldridge-4/0/1) **Director Opel was elected Treasurer.**

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

**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 pending a review of current compensation by the Board and/or the outside consultant.

**VOSBURG PUMP STATION REPLACEMENT PROJECT FINANCIAL SUMMARY AND PROJECT MANAGEMENT:** The Board reviewed the information provided by the General Manager. Director Griffith asked whether the change orders for the wall and the pump station building were due to the property line survey. The General Manager stated that a portion of the wall was moved and the building was rotated to keep the facilities on our property. He also stated that these changes did not change the overall scope of the project but did add some unexpected additional costs to the District for the survey and re-engineering and resulted in change orders by the contractor.

Director Eldridge inquired about the contract document and how it was missed that R.C. Foster had added hand-written changes to the document that reserved the right to submit a change order for unforeseen conditions. The General Manager explained that we normally depend on the Engineer to notice this kind of alteration as part of his review of the bids and that neither the Engineer, the Facility Supervisor or he had noticed this alternation until the contract was awarded and the project started. Member of the public, Don Murphy asked whether the change had been initialed by either party and the General Manager stated that it was not initialed and our bid procedures do not allow an alteration or a conditional bid.

Since change orders were the principle reason for the increase in cost over the original contract amount, Director Johnson requested that there be a discussion of our policies and procedures for contract review and change orders at a future meeting. The General Manager stated that many of the lessons learned from this project had already been implemented in the management of the current projects.

**EAST TANK - WEST TANK CONNECTOR PIPELINE PROJECT:**

The **General Manager** reported that the pipeline has been completed and was placed into service after the results of the bacterial tests were received. The pipeline is operating as expected and the East and West pressure zones are now combined in a single pressure zone with the storage capacity of West Tank available to the properties on the east side of the system. Project completion has been delayed due to the rain. Final paving on Villa Heights Road, paving of the Fire Easement Road and painting of the pipe over the flood control channel will be done as soon as the weather is favorable.

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**GENERAL MANAGER'S REPORT:** The Report was reviewed by the Board and discussion on items was provided as requested. The General Manager indicated that due to low water sales that considerable water will be available for purchase by the City of Pasadena and that \$75,000 in wholesale water sales has been budgeted.

**REVIEW OF FINANCIAL REPORTS:** The Financial Reports for January 31, 2017, were reviewed and approved for filing as presented.

**ITEMS FOR THE NEXT AGENDA AS REQUESTED BY THE BOARD OF DIRECTORS OR STAFF:**

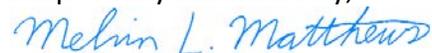
1. Report on the status of engaging a human resources consultant
2. Discussion of the policies and procedures for review of contracts and change orders
3. Discussion on water supply issues and the dependence on the K-3 Well

**ADJOURNMENT:** The meeting was adjourned at 8:58 P.M. with a period of silence in memory of Shirley L. Burt, Administrative Assistant and Secretary to the Board who passed away on February 12, 2017.

Upon M/S/C-(Opel/Griffith-5/0) the Board acknowledged Shirley's distinguished service to the District starting in 1973 when she assisted her husband Gene Burt, first as an unpaid volunteer and then part-time helping with the customer billing and office work while continuing to pursue her career as a nurse. In later years after retiring from nursing, Shirley became the full-time administrative assistant and was the primary contact person with the District's customers. (Aye-Eldridge, Griffith, Johnson, Kilburn, Opel/Nay-0/Abstain-0)

The next regular meeting will be on March 21, 2017, at 7:30 P.M.

Respectfully submitted by,



Melvin L Matthews

General Manager and Acting Secretary to the Board