

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

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

**MEMBERS ABSENT:** Director Eldridge

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

**PUBLIC PRESENT:** None

**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 7:35 P.M.

**REGULAR SESSION – OPEN MEETING:** The meeting was called to order by the Chair, Director Kilburn, at 7:35 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 of the General Manager was discussed and that the Board will continue the evaluation at the May meeting.

**PUBLIC COMMENTS:** None.

**REVIEW OF MINUTES:** The minutes of February 21, 2017 and March 1, 2017, were reviewed and approved as presented for filing and posting on the web site.

**DISCUSSION REGARDING JOB DESCRIPTIONS:** The Board reviewed the General Manager's memo, the current job descriptions, the ACWA JPIA sample descriptions and the General Manager's revised and recommended descriptions. The Chair requested that the General Manager compile job descriptions or task lists prepared by each staff member based on the work performed rather than the District's previous descriptions or "model" descriptions used by other agencies or provided by other organizations.

**DISCUSSION AND ACTION REGARDING WILCOX RESERVOIR BOOSTER 2 MOTOR REPAIR:** The quotation from General Pump was discussed among the Directors, General Manager and Facilities Supervisor. There was a consensus that additional information is needed before proceeding since the cost could escalate dramatically from the \$15,000 quote if asbestos was found in the rewinding process or the motor needed to be replaced; and/or if the pump is also replaced with a modern water-lubricated unit; or the motor, pump, piping and electrical equipment is replaced to increase the capacity to match the existing 75 hp Booster 1. The Facilities Supervisor indicated that he would get more information but that he estimated that the cost for a complete replacement might be in the \$50,00,00 to \$100,000 range and would become a major non-budgeted expense. No action was taken pending additional information.

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**WATER SUPPLY:** The Board and General Manager discussed the General Manager's *Water Supply Issues and Plan of Action* report and the recommendations. The Directors concurred with the General Manager that it is important to maintain our emergency interconnection agreement with the City of Pasadena to provide a short-term emergency supply if the K-3 Well needed repair. The Facilities Supervisor indicated that the past practice has been to return the water before the end of the Watermaster year rather than paying for the water. The General Manager indicated that drilling a new well would provide redundancy but would not increase the District's water rights and that the cost would be in the \$1-2 million range. The General Manager further indicated that it might be possible to drill a new well in partnership with the City of Pasadena. Regarding supplemental water, it appears that if water is needed in the future, the most economical way of receiving it would be through Pasadena rather than through a new physical connection to the MWD pipeline. There was also concurrence that it was important to continue our conservation program to avoid the financial impact of needing to purchase imported water or developing new supplies such as recycled water. In addition, the Board agreed to support projects in the future that are beneficial to the District, such as conservation initiatives and efforts to recharge the aquifer.

**EAST TANK – WEST TANK CONNECTOR PIPELINE PROJECT:** The General Manager reported that the project is complete except for the permanent paving on Villa Heights Road. That work has been postponed as a courtesy to the North Kinneloa Ranch Homeowners' Association which is considering a more extensive paving project for the area. A decision is forthcoming.

**SIERRA MADRE VILLA AND BARHITE STREET PIPELINE PROJECT:** The General Manager reported that seven bids were received and that the lowest bidder is J. A. Salazar Construction in the amount of \$408,354. A review of the proposal is underway. A discussion followed regarding the amount that would be attributed to the customer and the benefit to the District for its share of the project cost. Additionally, it was noted that all bids were substantially higher than the Engineer's estimate and whether the District would have the financial resources for undertaking the project. The General Manager indicated that the project was an obligation of the District and that it would be advisable to award the contract in the near future unless the Engineer and/or staff found a defect in the proposal or received negative information from the checking of references that the contractor was not qualified to do the project. No decision was made on the awarding of the contract and the General Manager was directed to continue the due-diligence process.

**GENERAL MANAGER'S REPORT:** The Report was reviewed by the Board and discussion on items was provided as requested.

**REVIEW OF FINANCIAL REPORTS:** The Financial Report for February 28, 2017, was reviewed and approved for filing as presented.

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

1. Report on the public hearing for construction of two new homes on Doyne Road
2. Discussion of the policies and procedures for review of contracts and change orders
3. Further discussion regarding the Wilcox Reservoir Booster 2 Motor Repair
4. 2016 Audit

**ADJOURNMENT:** The meeting was adjourned at 9:39 P.M.

The next regular meeting will be on April 18, 2017, at 7:30 P.M.

Respectfully submitted by,

*Melvin L. Matthews*

Melvin L Matthews

General Manager and Acting Secretary to the Board