

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
JUNE 20, 2017**

**MEMBERS PRESENT:** Directors Tim Eldridge, Gerrie Kilburn, Gordon Johnson, Bill Opel  
Director Frank Griffith joined the meeting at 6:45 P.M.

**STAFF PRESENT:** General Manager Melvin Matthews  
Facilities Supervisor Chris Burt and Office Manager Bernadette Allen  
joined the meeting at 7:55 P.M.

**EXECUTIVE SESSION – CLOSED MEETING:** The Chair, Director Kilburn, excused staff and opened the Executive Session for the performance evaluation of the General Manager at 6:35 P.M. and closed the Executive Session at 7:53 P.M.

**REGULAR SESSION – OPEN MEETING:** The meeting was called to order by the Chair at 7:55 P.M. A quorum of Board Members was present. The Agenda was reviewed and no changes were requested.

**REPORT ON CLOSED MEETING:** The Chair reported that the performance evaluation regarding goals and objectives is ongoing and the Board will continue its evaluation at the July meeting.

**PUBLIC COMMENTS:** No members of the public were present.

**REVIEW OF MINUTES:** The minutes of May 16, 2017, were reviewed. Director Kilburn requested a change to Review of Human Resources item, page 2, next to last sentence to read “She stated that the Board has decided that the General Manager will develop the job descriptions and the Board will review.” Director Johnson asked about the current format of the minutes and the Board agreed to add an agenda item to the next meeting regarding board meeting minutes format, policy and guidelines. No additional changes were requested and the minutes were approved for filing and posting on the website.

**ACWA JPIA CONFERENCE AND BOARD MEETING:** Director Eldridge reported that he attended the conference in May. Four new executive committee members were voted into office by secret ballot. A significant amount of time was spent on the topic of drones licensing and insurance.

**SIERRA MADRE VILLA AND EAST BARHITE STREET PROJECT:** The General Manager reported that the project was considered finished except for striping on Sierra Madre Villa Ave. and painting of limit lines, along with a few punch list and clean up items. The Salazar Construction crew has demobilized. He anticipates one change order to be submitted with the invoice, as contract was based on unit pricing and actual footage was installed. The new main in place will be fire flow tested to determine if the desired result was achieved. In addition, the old pipeline serving the east end of Barhite Street was reclaimed as a Pasadena Glen and Brown Reservoir pumping line, which should increase the delivery capacity of water to Glen Reservoir. Director Eldridge commented that the residents of the Glen were very happy with the traffic control during the project. The General Manager also stated that for the five separate scheduled shutdowns, the use of the OneCallNow system to notify customers via email and phone worked very efficiently.

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Page 2

**WILCOX RESERVOIR 50 HP BOOSTER REPAIR:** The Facility Supervisor stated that the motor tag shows that asbestos is present. The cost estimate for the pump and new 50 HP motor was a quote of \$35,000. There were subsequent questions and discussion regarding the existing pump, the quote, the procedure and cost of writing up specifications to get additional quotes, and the long-standing work relationship with General Pump. Given that the existing pump at this critical facility is still working, but its reliability is unknown, the Board decided that the General Manager was authorized to make the final decision regarding the expense for the repair.

**PUBLIC WATER AGENCIES GROUP EMERGENCY PREPAREDNESS COORDINATOR POSITION:**

The General Manager reviewed the Public Water Agencies Group Emergency Preparedness Coordinator Position. Clarification was provided that the coordinator will report to the water agencies. The legal firm is providing payroll services and office space.

It was M/S/C-(Opel/Griffith-5/0).

**“That the Board authorize the General Manager to sign the Memorandum of Understanding Regarding Public Water Agencies Group Emergency Preparedness Coordinator Position.”**

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

**GENERAL MANAGER’S REPORT:** The General Manager reviewed his report and responded to questions from the Board. Both the General Manager and Facility Supervisor answered Director Opel’s questions regarding the inspection and cleanout of the reservoirs. Director Johnson requested that the General Manager provide an update at July’s meeting regarding the issues covered at the ACWA Spring Conference.

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

**POSSIBLE ITEMS FOR THE NEXT REGULAR MEETING AGENDA:**

1. Board Meeting Minutes Format, Policy and Guidelines
2. Financial Analysis Regarding Part-Time vs Full-Time Field Operator

**ADJOURNMENT:** The next regular meeting will be on July 18, 2017, with closed executive session for performance evaluation goals and objectives at 6:30 P.M. and open meeting at 7:30 P.M. The meeting was adjourned at 9:08 P.M.

Respectfully submitted by,



Bernadette C. Allen  
Office Manager and Acting Secretary to the Board