

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
JULY 18, 2017**

**MEMBERS PRESENT:** Directors Tim Eldridge, Frank Griffith Gerrie Kilburn, Gordon Johnson, Bill Opel

**STAFF PRESENT:** General Manager Melvin Matthews, Facilities Supervisor Chris Burt  
Office Manager Bernadette Allen joined the meeting at 7:45 P.M.

**EXECUTIVE SESSION – CLOSED MEETING:** The Chair, Director Kilburn, excused staff and opened the Executive Session for the Titles: Administrative Assistant and Facilities Operator at 6:35 P.M. and closed the Executive Session at 7:45 P.M.

**REGULAR SESSION – OPEN MEETING:** The meeting was called to order by the Chair at 7:47 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 Board decided that the General Manager should proceed with hiring a full-time Facilities Operator and full-time Administrative Assistant.

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

**REVIEW OF MINUTES:** The minutes of June 20, 2017, were reviewed and approved for filing and posting on the website.

**APPOINTMENT OF DIRECTORS TO PERSONNEL COMMITTEE:** The General Manager stated that the Board expressed interest in reactivating the Personnel Committee. He added that typically a committee is made up of two members of the Board and the meetings, depending upon the subject matter, are attended by the General Manager.  
It was M/S/C-(Opel/Eldridge-5/0).

**“That the Board establish a Personnel Committee.”**

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

The Chair appointed Gordon Johnson and herself to serve on the Personnel Committee.

**RECRUITMENT OF FACILITIES OPERATOR:** The Chair restated that during the closed meeting the Board decided that the General Manager should proceed with hiring a full-time Facilities Operator.

**NOMINATIONS FOR APPOINTMENT TO REDEVELOPMENT OVERSIGHT BOARD:** The General Manager highlighted that as a special district, the Board is entitled to nominate individuals to the oversight board. No nominations were made.

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**DISCUSSION OF FORMAT, POLICY AND GUIDELINES FOR BOARD MEETING MINUTES:** Director Johnson stated that given the amount of time it takes to prepare the minutes in the given format, he wanted to determine if there was value in continuing this format or if there was interest in a more minimal format. Director Opel and Director Eldridge expressed that the minutes were adequate and they would prefer additional detail. The Chair expressed that the minutes were adequate and did not want additional detail. Director Eldridge emphasized that any Board member can add information to the minutes when they are submitted for review. The Board decided to make no changes to the current format.

**ACWA SPRING CONFERENCE:** The Board reviewed the General Manager's report on the conference. There were no questions and the Board expressed appreciation for the information and presentation.

**GENERAL MANAGER'S REPORT:** The General Manager entertained questions from the Board. Director Opel, based upon pending legislation AB978, asked if the District has an Illness and Injury Prevention Plan. The General Manager stated that there is a plan. Director Opel requested that the Personnel Committee review the plan. Director Griffith inquired about the OSHA requirements and signage. The General Manager and Facilities Supervisor stated that these items are reviewed annually in an onsite tour with ACWA JPIA's Risk Management Consultant. In addition, the General Manager stated that he has taken the 10-hour Cal/OSHA training class. The Chair concluded that the Board would like to be assured that policies are up to date and reviewed with staff on a regular basis.

**REVIEW OF FINANCIAL REPORTS:** The Financial Reports for June 30, 2017, were approved for filing as presented.

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

1. No items requested

**ADJOURNMENT:** The next regular meeting will be on August 15, 2017, at 7:30 P.M. Director Opel stated that he will not be available for the meeting in September. The meeting was adjourned at 8:07 P.M.

Respectfully submitted by,



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