

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
OCTOBER 4, 2017**

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

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

CALL TO ORDER: The meeting was called to order by the Chair, Gerrie Kilburn, at 7:30 P.M. A quorum of Board Members was present. The Agenda was reviewed and no changes were requested.

PUBLIC COMMENTS: No members of the public were present.

REVIEW OF ORGANIZATIONAL STRUCTURE AND PERSONNEL:

The Chair stated that the goal of the meeting was to discuss what the Board considers an ideal organizational chart and ideal positions for an organization the size of the District. Director Johnson stated that as the Personnel Committee began to list organizational issues, rules and regulations, all the issues stemmed from: What is the organization and what are the reporting relationships? Therefore, the Committee decided that the first decision needed is to come to an agreement on the organizational chart.

The General Manager stated that there has been no formal Board approved organizational chart. Appendix A is a representation of the current organization, but not necessarily how the District functions, and appendix B is a proposed organizational chart for the future. Director Johnson stated that one objective is to align the organizational chart on paper with how the District should function.

Questions to the staff and discussion ensued on the following topics:

- Current responsibilities of personnel;
- Future responsibilities of personnel and use of contractor services;
- How a project or week's tasks are prioritized and planned;
- Daily planning and assignment of duties;
- All-hands staff meetings;
- Schedules/routines for field and office;
- Master maintenance schedule for facilities;
- How assessments are made to track completion of tasks/projects;
- Locations being used for District work; and
- Communication between personnel.

Director Eldridge asked: What problem is trying to be solved with the organizational chart?

Director Johnson replied: To make the reporting relationships clear, beginning with the Board, to the General Manager, and stepping down, because job descriptions cannot be written unless

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
OCTOBER 4, 2017**

Page 2

those relationships are defined. He expressed that there is a need to define what the authority lines are so that they are clearly understood, not to restrict, but to make reporting relationships clear. An organizational chart, in and of itself does not resolve problems, but accompanied with Rules and Regulations and job descriptions that clearly explain reporting relationships, duties, and responsibilities goes a long way.

Director Johnson stated that both organizational charts indicate:
The General Manager reports to the Board of Directors and the General Manager is the only staff person that reports to the Board.

The Board has given authority to the General Manager for all operations of the organization and that's what the current job description describes.

Director Johnson asked if the General Manager felt he has the full authority and ability to manage all aspects of the organization? The General Manager replied that, yes, the Rules and Regulations clearly state that, and that's why he thought Appendix B more closely matched the authority given in the Rules and Regulations and in the job description. Director Johnson then asked if the General Manager felt he has the authority and could exercise it now? The General Manager replied that, no, he does not feel that functionally it operates that way all the time, which he identified in the management plan as a problem with the current organizational structure. A discussion of staff work hours was an example of an area he feels he does not have the authority to make changes or manage the field staff. Director Johnson stated that he thinks the General Manager should have the authority to change work hours, not that they should be changed, because work hours may be most efficient now. Another problem area is difference in ideas of how to operate the facilities. The Facilities Supervisor requested that if the General Manager wants to change facility check procedures, that someone from the Board listens to his objections. Director Opel added that if there is a question related to safety and not just operational preference, the Board is responsible and needs to understand the issue.

Director Johnson concluded with the need to set up the organization with a road map, succession plan, and where we want to be in the future, and dispute resolution follows afterwards. The General Manager added that there have not been a lot of changes because the lines of authority have been blurred. Generally, the District works well.

POSSIBLE ITEMS FOR THE NEXT SPECIAL MEETING AGENDA:

1. Review peer organizational charts

ADJOURNMENT: The next regular meeting will be on Tuesday, October 17, 2017, at 7:30 P.M. Director Johnson stated that he will not be available for the regular meeting in October. The next special meeting will be on Thursday, November 9, 2017, at 7:30 P.M. The meeting was adjourned at 8:45 P.M.

Respectfully submitted by,



Bernadette C. Allen
Secretary to the Board