

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
November 21, 2017 - 7:30 P.M.
Minutes

MEMBERS PRESENT: Directors Tim Eldridge, Frank Griffith, Gerrie Kilburn, Gordon Johnson. Director Bill Opel was absent.

STAFF PRESENT: General Manager Melvin Matthews, Facilities Supervisor Chris Burt, Office Manager/Secretary to the Board Bernadette Allen

1. CALL TO ORDER: The meeting was called to order by the Chair, Gerrie Kilburn, at 7:37 P.M. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

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

3. REVIEW OF MINUTES: The minutes of October 17, 2017, were reviewed. With an edit on page 3 to correct the date of the next regular meeting as November 21, 2017, the minutes were unanimously approved for filing and posting on the website. The minutes of November 9, 2017, were reviewed and unanimously approved as presented for filing and posting on the website.

4. GENERAL MANAGER’S REPORT: The General Manager reviewed his report.

Customer Account Information and Internet Usage

The Chair asked about the high number of past due accounts. The General Manager replied that the number varies and often increases when the bills are higher. However, he added that the number of past due accounts this month is comparable to past years and the District is doing well with aged receivables.

HR Activities

The General Manager stated that the Facilities Operator candidate did not complete pre-employment procedures. He plans restart the recruitment process in January.

System and Facility Activities and Incidents

Director Griffith asked for a clarification on the adjustment of meter box charges for the customer on Pasadena Glen Rd. The General Manager stated that due to a miscommunication between the field and office that resulted in an incorrect invoice, procedures have been changed for future invoicing of repairs.

Information Requested by Board of Directors

The General Manager reviewed the typical water usage by meter size. He pointed out that on average, water usage increases with meter size, but this fact does not mean that customers with smaller meters do not use large amounts of water. In addition, the meter count by size shows that the District’s most common meter is 1” in size.

5. INFORMATION ITEM – WATER RATE SURVEY: The General Manager reviewed the Water Rate Survey and highlighted the blue lines at the bottom of the chart. He stated that 85% of District customers use 50 units of water or less, and the District’s proposed 2018 rates compare favorably for the 50 units per month usage range. No action items were requested.

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6. INFORMATION ITEM – DRAFT 2018 PROJECT LIST: The General Manager reviewed the Draft 2018 Project List. Director Eldridge asked about the Far Mesa Tunnel. The General Manager stated that he intends to take steps to protect the valves and possibly slope the sides more. Director Eldridge requested that the yellow tape be removed. The General Manager stated that he would check the site. The General Manager pointed out that the property does not belong to the District and he does not recommend a \$5000 vault project. The General Manager requested input or suggestions for future projects in the District. Director Johnson asked for the approximate timeline, and the General Manager said that the projection is 5 years, except for the Holly Tanks site improvements. Director Johnson asked if any of the projects had a regulatory driver or were based upon condition and risk. The General Manager said past projects addressed regulatory issues. Sometimes inspections by State Water Resource Control Board add suggested projects, and inspections by ACWA JPIA may add safety related projects. But, the projects on the draft list are generally capital or maintenance projects greater than \$5,000 and this draft does not list projects by priority.

7. REVIEW OF FINANCIAL REPORTS: The Financial Reports for October 31, 2017, were reviewed by the General Manager. The General Manager highlighted that water sales were up and ahead of budget by \$107,445 and wholesale water sales are continuing. He concluded that our net income is also ahead of budget by \$198,564. The General Manager answered questions regarding items on the check register. The financial reports were unanimously approved for filing as presented.

8. CALENDAR: The next regular meeting will be on December 19, 2017, at 7:30 P.M. Director Johnson stated that he will not be at the December meeting.

Possible Items for the Next Regular Meeting Agenda:

1. Public Hearing Regarding Proposed Water Rate Increases for 2018
2. Board Officer Election
3. Maintenance Job List
4. Management Report for 2016-2017

9. ADJOURNMENT: The meeting was adjourned at 8:27 P.M.

Respectfully submitted by,



Bernadette C. Allen
Secretary to the Board