

KINNELOA IRRIGATION DISTRICT
Regular Meeting – Board of Directors
December 19, 2017 - 7:30 P.M.
Minutes

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

MEMBERS ABSENT: Director Gordon Johnson

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 7:30 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 November 21, 2017, were reviewed. With an addition of the title, Facilities Operator, to HR Activities on page 1, the minutes were unanimously approved for filing and posting on the website.

4. PUBLIC HEARING REGARDING PROPOSED 2018 WATER RATES: The Chair opened the hearing at 7:32 P.M. No members of the public were present. The General Manager stated that sufficient notice regarding the meeting and proposed rates was sent to all customers and owners as required by Proposition 218. No letters and no phone calls were received. The Chair closed the hearing at 7:33 P.M.

5. WATER RATES – RESOLUTION 2017-12-19: The Chair opened the discussion. No additional questions nor remarks were made. The Chair called for a motion from the Board regarding the adoption of the 2018 water rates.

It was motioned/seconded/carried-(Eldridge/Kilburn-4/0/0).

“That the Board approve Resolution 2017-12-19 as presented.”

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

6. MANAGEMENT REPORT 2016-2017: The General Manager reviewed the Management Report, which in the past was titled Production and Sales Report. The report was retitled to include additional topics beyond production and sales. He highlighted the following:

Figure 3 2016-2017 Production Sources which shows a reliance upon K-3 Well, but also shows the importance of low cost tunnel water and maintaining these sources.

Figure 6 Water Usage per Customer graph shows constant and predictable water usage and the table shows the distribution range. Per month, a clear majority of District customers use 100 units or less and only about 10% of District customers use more than 100 units.

Figure 7 Total Monthly Water Sales shows the effect of conservation efforts and the dependence on the type of weather, temperature and winds.

Director Opel asked about K-3 Well level measurement data. The General Manager said that he will present that data to the Board as an information item at the next meeting.

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There were no additional questions and the Chair thanked the General Manager for the report, graphs and summary narrative.

7. PERSONNEL COMMITTEE REPORT: The Chair stated that the committee has completed interviewing all staff and would like to have a special session in January to share the report with the Board.

8. GENERAL MANAGER’S REPORT: The General Manager and Board reviewed the report.

Activities/Meetings/Conferences: Director Griffith asked for additional information regarding the Mutual Aid Agreement approved at the FMWD Managers Meeting. The General Manager stated that the agreement is between all eight FMWD agencies. He added that the District is also part of the Public Water Agencies Emergency Preparedness Group which has additional resources for emergency preparedness and mutual aid.

Customer Contact: Additional discussion and questions regarding the reported water drainage on Meyerloa confirmed that the drainage is a homeowner issue. There are no action items.

Report on ACWA and ACWA JPIA Conference: Director Opel asked about District staff development, training and leadership and if development is being considered for future staff, instead of searching just for fully trained people. The General Manager affirmed the past effort to recruit from local community colleges with water operator programs and agreed with the priority of training current and future staff.

9. REVIEW OF FINANCIAL REPORTS: The financial reports for November 30, 2017, were reviewed. Director Opel reviewed the forecasted financial summary, the balance sheet and cash flow statements. Direct Opel had questions regarding the assets listed on the balance sheet and the depreciation schedule. He requested a possible separation of the non-depreciable assets from the depreciable. He expressed interest in having additional detail for account 1504: Water Mains. He also requested more information on the actuarial calculations for CalPERS. The General Manager stated that the current audit report posted on the website has detailed notes regarding the CalPERS liability. Both the depreciation question and CalPERS actuarial question may be readdressed with the auditor in 2018.

The General Manager answered questions regarding items on the check register.

The reports were unanimously approved for filing as presented.

10. ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD OFFICERS FOR YEAR 2018:

Nominations for the office of Chair for the year 2018 were opened.

It was motioned/seconded/carried-(Eldridge/Opel-3/0/1).

“That Director Griffith serve as Chair for the year 2018.”

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

Nominations for the office of Secretary for the year 2018 were opened.

It was motioned/seconded/carried-(Opel/Griffith-4/0/0).

“That Director Eldridge serve as Secretary for the year 2018.”

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

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Nominations for the office Treasurer for the year 2018 were opened.
It was motioned/seconded/carried-(Eldridge/Griffith-3/0/1).

“That Director Opel serve as Treasurer for the year 2018.”
(Aye-Eldridge, Griffith, Kilburn/Nay-0/Abstain-Opel)

Director Kilburn turned the meeting over to Director Griffith.

11. CALENDAR: The next regular meeting will be on January 16, 2018, at 7:30 P.M.

Possible Items for the Next Regular Meeting Agenda:

1. Information Item – K-3 Well Level Measurements
2. Check Signing – Vendor Payment Procedure
3. General Manager Evaluation in February
4. Project Approval List
5. Resolution thanking Director Kilburn for her service

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

Respectfully submitted by,



Bernadette C. Allen
Secretary to the Board