

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**1999 Kinclair Drive, Pasadena, CA 91107**  
**Tuesday, January 16, 2018**  
**7:00 P.M. – Closed Session**  
**7:30 P.M. – Open Session**  
**Minutes**

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

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Melvin Matthews, Chris Burt, Bernadette Allen

**1. CALL TO ORDER:** The meeting was called to order by the Chair, Frank Griffith, at 7:00 P.M. A quorum of Board Members was present. The Agenda was reviewed, and no changes were requested.

**2. PUBLIC COMMENT:** No members of the public were present.

**3. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – 54954.5(e):**  
Title: General Manager. At 7:03 P.M., the Board adjourned to closed session for the General Manager’s performance evaluation.

**4. OPEN SESSION:** The Board reconvened to open session at 7:56 P.M.

**5. REPORT ON CLOSED SESSION:** The Chair stated that no decisions were made, and discussion will continue.

**6. PUBLIC COMMENT:** No members of the public were present.

**7. REVIEW OF MINUTES:** The minutes of December 19, 2017, were reviewed. Director Opel requested: two changes to wording (Item 4, Item 8); one correction to Treasurer vote (Item 10). It was motioned/seconded/carried-(Kilburn/Eldridge-4/0/1).

**“That the Board approve the minutes as corrected for filing and posting on the website.”**  
(Aye-Eldridge, Griffith, Kilburn, Opel/Nay-0/Abstain-Johnson)

**8. RESOLUTION 2018-01-16 RECOGNITION AND APPRECIATION OF SERVICE BY GERRIE KILBURN:** Director Opel requested in the third paragraph, the word “confronting” be changed to “addressing.” For the second to last paragraph, the Chair requested deleting the word “System” from “Kinneloa Irrigation District System.”  
It was motioned/seconded/carried unanimously-(Eldridge/Johnson-5/0/0).  
**“That the Board approve Resolution 2018-01-16 Recognition and Appreciation of Service by Gerrie Kilburn as amended.”**

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, January 16, 2018**  
**Minutes**

**9. VENDOR PAYMENT PROCEDURE:** The General Manager reviewed the Accounts Payable Procedures Memo, highlighting that the goal is to enable greater oversight by all members of the Board. Questions and discussion ensued on the following proposal items:

b. Provide a list of payables... Director Johnson asked how many lists of payables would be received each month? The General Manager replied 2 to 3 times a month.

d. After a one-week review period... The Chair asked how many hold payment requests needed to be received to hold the payment? The General Manager replied, "One."

e. Allow the General Manager to be an additional signer... Director Eldridge stated that currently, only three Directors are signers. Of those three, one prefers not to sign and the other two have stated they have plans to travel. Director Johnson stated he is willing to be an additional signer. Staff will secure the signer authorization paperwork for Director Johnson. Clarification was made that Directors would still be called to review the purchasing packet of documents and sign checks, and the General Manager would sign only when a second Director was unavailable.

f. Whenever possible, use electronic payment options... the Chair asked for a breakdown of transaction fees. The General Manager emphasized that the fees are minimal. Director Kilburn summarized that this new procedure would enable all Board members to be notified by email, checks would still need to be signed twice a month, and the General Manager would be able to be one of the two required authorized signers in the event another Director was unavailable.

Director Opel stated that if the change is made, payments will be just as scrutable and prospectively more scrutable.

It was motioned/seconded/carried unanimously-(Opel/Eldridge-5/0/0).

**"That the Board adopt the vendor payment procedure as recommended."**

**10. BALLOT FOR SPECIAL DISTRICT LAFCO REPRESENTATIVE AND ALTERNATE:** The General Manager reviewed the candidates and ballot and recommended Jerry Gladbach for Special District LAFCO Representative and Joseph Ruzicka as LAFCO Alternate. Discussion ensued over the issues reviewed by LAFCO and the candidates. It was motioned/seconded/carried-(Kilburn/Eldridge-4/0/1).

**"That the Board vote for Jerry Gladbach as Special District LAFCO Representative and Joseph Ruzicka as Special District LAFCO Alternate."**

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

**11. PERSONNEL COMMITTEE REPORT:** Director Kilburn stated that the Personnel Committee has done their job, has interviewed each of the staff and Director Johnson has prepared a written report which they have agreed to. Director Johnson presented the following oral report.

(Begin Transcription.)

Director Johnson: It's actually some notes, just for discussion, depending on how much time we want to devote to the subject. But, just as a minimum we want to cover the goals, as we see

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, January 16, 2018**  
**Minutes**

them, of the personnel committee, and what were some of the findings of the meetings that we held with the staff, and then our recommendation regarding the organization chart.

The goals of the personnel committee: to improve the efficiency of KID operations; to ensure that each employee has a clear understanding of their duties, responsibilities, and expectations, and receives timely feedback on their performance; to ensure that long-term organizational needs and succession planning are considered as new employees are hired; and be fair and consistent in all matters relating to employment at KID. So those are the goals.

Gerrie and I did meet with all of the staff one-on-one. We did not include Mel in meetings with any of the other staff. We just wanted it to be Board members. We're not going to go into individual comments that anyone made, but there were some observations that we had.

First of those is, we believe that the KID employees are motivated and dedicated at their job. Communications between staff and General Manager need to be improved. I don't think there's any surprise there.

While some operating procedures have been documented, many have not been documented and need to be.

Staff's understanding of responsibilities does not always coincide with KID's written rules and procedures.

We've also noticed that due to the small number of staff here, there is very little ability to absorb duties when one of the staff is out sick, out of the office, or happens to leave KID. There just is not much slack.

We feel there are opportunities for cross training that should be pursued.

Participation in outside activities on KID time should be scrutinized by the Board and should be limited.

Now, any of these we can discuss. For now, I'm just going to run through these.

In conclusion, the KID team is not operating at its full potential.

And, we have some recommendations on some initial steps of what the organization needs to establish: need to establish regular work hours and schedules for all staff; need to establish reporting locations for all staff; need to have daily and weekly work assignments, which are documented for all staff, documented in some manner; there needs to be direction to the General Manager as to which duties may be delegated among staff, and which may not; there should be daily work reports as to what work has been accomplished; there should be regularly scheduled staff meetings; and there should be procedures followed if any unplanned work is identified. So, those are our list of initial rules or policies or guidelines that need to be established for the organization. (End Transcription.)

The Chair asked if they are continuing their research. Director Johnson said they are continuing their research and they are ready to make a recommendation regarding the organization. He stated that the organization charts had been discussed several times in the past, but there was no action taken.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, January 16, 2018**  
**Minutes**

Director Kilburn passed out copies of two organization charts, blue proposed organization chart and green current organization chart. Both charts had been presented at the special meeting in November.

(Begin Transcription.)

Director Johnson: The Personnel Committee feels it is important for the efficiency and morale of staff, that the Board reaffirms its intentions regarding the reporting relationships among staff and with the Board. With the small number of staff at KID, it's imperative that cooperation and communication among staff be open, respectful and constructive. The General Manager needs to know that he has the Board's support to manage the organization in accordance with KID's written procedures, policies, and rules. All staff need to have written goals and expectations established at the start of each reporting period consistent with the job descriptions and delegations of authority, and to be evaluated with respect to those goals. The General Manager has proposed an organization chart for KID that is consistent with KID's current written procedures and rules. So, the Personnel Committee concurs with the General Manager's recommended organization chart and recommends it be adopted by the entire KID Board. (End Transcription)

It was motioned/seconded-(Kilburn/Johnson)

**“That the Board adopt the proposed organization chart for the Kinneloa Irrigation District.”**

Discussion ensued regarding titles and reporting relationships. Director Kilburn reaffirmed that the Personnel Committee is in agreement with the blue organization chart proposed by the General Manager. In response to the Chair's question over the reporting relationships of the field staff, Director Johnson stated that with the size of the organization, there should not be a need for a hierarchical field reporting structure. The General Manager should be a working general manager and should be involved with the field staff. Which is not to say that all field staff are at the same level. There is definitely a need for a Senior Facilities Operator. Director Opel stated that his comments are in the minutes of the last special meeting, and he thinks this is suboptimal. He thinks the problem is a communication problem and structurally it would be better to have a field supervisor and office supervisor, but if this is the studied and considered recommendation of the Personnel Committee, then he stands down those comments. The Chair asked if this structure should be tried for six months then reviewed? Both Director Johnson and Director Kilburn stated they would not suggest a limited duration, but they do believe that a continuing review should be done on a regular basis.

After discussion, the Chair called for a vote and the motion carried unanimously.

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, January 16, 2018**  
**Minutes**

**12. PROJECT APPROVAL:** The General Manager reviewed the SCADA system upgrade, which would not involve any field upgrades. It will upgrade the hardware and operating system to current releases of software. Operationally and financially, this is the best time to proceed with the upgrade. The General Manager responding to questions, stated that there are no other bids, but this is a fair price. It is not practical or financially feasible to switch to another company or integrator that would essentially start new. There will be a working system tested virtually and in place before it is transitioned over. The current system is operational but without upgrade it will become obsolete. The lump sum estimate is approximately 20% software and 80% labor, with a possibility of cost overrun if there are unexpected costs. It was motioned/seconded/carried unanimously-(Eldridge/Johnson-5/0/0).

**“That the Board approve the SCADA System Upgrade project and quote from Byrd Industrial Electronics for \$29,852.82.”**

**13. MAINTENANCE SCHEDULE REPORT:** The Facilities Supervisor stated that he has completed approximately 90%- 95% of the maintenance schedule report. In addition to the annual maintenance, there is pending maintenance.

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

**Staff Meetings:** Weekly staff meetings began January 8th. The white board in the Board Room has current and upcoming tasks. The meetings and communication are going well.

The General Manager highlighted that staff is cross training and efforts have begun to start or update written procedures for office and field procedures.

**General Ledger Asset Accounts Recommended:** The General Manager highlighted the memo and summarized that the assets listed on the balance sheet are not a good indicator of the value of the equipment, the replacement cost, or what needs upgrading or repairing.

The Water Master Plan for the KID and Capital Projects List are more useful tools for upgrade and replacement costs of projects on the horizon.

**Well Level Measurements:** The biggest decline has been the Wilcox Well, but the K-3 well has been steady.

**15. REVIEW OF FINANCIAL REPORTS:** The financial reports for December 31, 2017, were reviewed. Direct Opel highlighted that the year to date variance total was \$43,986.63 to the good. He stated that the District did better than forecast for revenues, expenses and other expenditures, which are basically capital investment. The District’s cash declined about \$36,000. Overall, the District’s finances came out fine for the year 2017.

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

It was motioned/seconded/carried unanimously-(Eldridge/Kilburn-5/0/0).

**“That the Board approve the financial reports for filing as presented.”**

**KINNELOA IRRIGATION DISTRICT**  
**Regular Meeting – Board of Directors**  
**Tuesday, January 16, 2018**  
**Minutes**

**16. CALENDAR:** The next regular meeting will be on February 20, 2018, at 7:30 P.M.

**Possible Items for the Next Regular Meeting Agenda:**

1. General Manager Performance Evaluation – Closed Session
2. Maintenance Schedule Report
3. Water Master Plan for the Kinneloa Irrigation District
4. Capital Projects List

**12. ADJOURNMENT:** The meeting was adjourned at 9:33 P.M.

Respectfully submitted by,



Bernadette C. Allen  
Secretary to the Board