

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
AUGUST 15, 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 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 MINUTES: The minutes of July 18, 2017, were reviewed. Director Opel requested a change to Appointment of Directors to Personnel Committee item, last sentence to read: "The Chair appointed Gordon Johnson and herself to serve on the Personnel Committee." No additional changes were requested and the minutes were approved for filing and posting on the website.

ACWA REGION 8 BOARD BALLOT: The Board reviewed the nominations. The General Manager and Gordon Johnson recommended individuals known to them. The General Manager answered questions from the Board regarding his role with ACWA and the benefits to the District: continuing education and networking opportunities, greater opportunity to participate in ACWA's direction, and as a Finance Committee member, direct involvement and oversight on how membership dues are used. Since FMWD sponsors his nomination and covers all expenses, there is no cost to the District. Regarding time commitment, there is approximately 14 hours of meeting time during the year. The General Manager emphasized that while in attendance at the 2 conferences held each year, he conducts the District's business remotely and is in continual contact with the office.

After discussion, the Board decided to vote for the recommended slate.

It was M/S/C-(Eldridge/Opel-5/0).

"That the Board accept the Region 8 Nominating Committee's recommended slate."

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

RESOLUTION 2017-08-15: As only one person filed a declaration of candidacy for the office of the Board of Directors in each of Divisions 2, 3 and 5, the Board of Directors of the Kinneloa Irrigation District requests that the Los Angeles County Board of Supervisors appoint Frank J. Griffith to Division 2, Gordon Johnson to Division 3, and William Opel to Division 5. This resolution will serve as the District's certificate requesting appointment – no election held for Division 2, Division 3 and Division 5.

It was M/S/C-(Eldridge/Johnson-5/0).

"That the Board of Directors of the Kinneloa Irrigation District approves Resolution 2017-08-15 requesting that the Los Angeles County Board of Supervisors appoint the persons nominated for Division 2, Division 3 and Division 5."

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

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RECRUITMENT OF ADMINISTRATIVE ASSISTANT AND FACILITIES OPERATOR: The General Manager reported that an administrative assistant job offer was accepted by Joel Bundy, with the anticipated start date of August 23rd. The General Manager added that he is in the process of completing the background check. For the position of facilities operator, 320 job notices were mailed to D3, T2 certified operators. As of the meeting date, 2 applications had been received. The job listing was also posted on WaterDistrictJobs.com. The interviewing process will begin in 2 weeks or sooner.

GENERAL MANAGER'S REPORT: The General Manager highlighted page 4, B1: Water main break on Pasadena Glen access road. The staff recommends replacing this section due to: materials and method of installation in the 70's, past leaks and high likelihood of future leaks coupled with possibility for significant property damage and vulnerability of the access road. The staff answered questions from the Board, including leak history, possible leak causes, likelihood of future repairs on additional sections of the line, and the location of the line in the access road. The General Manager stated his intention to get more than one bid for the pipeline repair. The Board agreed to calling a special Board meeting, if necessary, to review bids to expedite the pipeline repair.

REVIEW OF FINANCIAL REPORTS: The Financial Reports for July 31, 2017, were reviewed. Director Opel highlighted the cash flow items relating to the Sierra Madre Villa/Barhite St. Pipeline project. The General Manager stated that water sales are strong, and the District is still selling water to the City of Pasadena. The staff answered questions regarding various accounts and expenses on the check register. The reports 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 September 19, 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 8:31 P.M.

Respectfully submitted by,



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