

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
SEPTEMBER 19, 2017**

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

**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 MINUTES:** The minutes of August 15, 2017, were reviewed and approved as presented for filing and posting on the website. The minutes of September 5, 2017, were reviewed. With an addition "Director Kilburn was absent" to the Members Present section, the minutes were approved as amended for filing and posting on the website.

**REVIEW RULES AND REGULATIONS APPENDIX H: DOCUMENT RETENTION POLICY:**

The General Manager stated that the Records Retention Policy was originally added to the Rules and Regulations at the request of the District's attorneys and is comparable to record retention policies of other water agencies. The policy is intended to be a brief description of which records to keep and for what time duration. The General Manager's suggestion was to keep the policy in this brief format, but to have specific office procedures detailed to include: documents to retain, time duration, storage location and procedures for destroying documents that are not retained.

Director Kilburn asked for more information about "1(F) Documents received from the Tax Assessor detailing District taxes collected." The General Manager explained that at one time the District included an improvement district to improve the pipeline. The District taxed the property owners and served as the tax collector with a separate assessor's role and billing. He stated that it is unlikely that the District would act in this way in the future.

The Board had the following recommendations for the next revision:

Add to section 1 "Documents related to physical facilities and facilities projects"

Move 3(D) "Cancelled checks or other proof of payment of bond interest and redemption..." to section 1.

The General Manager answered questions regarding electronic storage devices and backups and stated that the staff is currently developing internal detailed procedures and indexes. The Board affirmed the current retention policy format combined with detailed office procedures.

**REVIEW OF ORGANIZATIONAL STRUCTURE:** The Chair reported that the Personnel Committee and General Manager met. The Committee has decided that it is necessary to look at what the organizational structure of the District should be for the present and the future. The Board decided to schedule a Special Meeting on Wednesday, October 4, 2017, 7:30 P.M. to discuss the District's organizational structure.

Bernadette Allen offered to officially serve as Secretary to the Board. The Chair asked if the Board was agreeable to the offer and they unanimously agreed to have her serve as Secretary.

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT  
SEPTEMBER 19, 2017**

**Page 2**

**RECRUITMENT OF FACILITIES OPERATOR:** The General Manager reported that he intends to make a job offer to the preferred candidate who has the desired certifications and nine years' experience at a comparable water company.

**GENERAL MANAGER'S REPORT:** The General Manager reviewed his report and highlighted payment options. Regarding the status of the Pasadena Glen Pipeline Repair Project, after 4 days, the project has gone well and the goal is to be finished by the end of the week, with the final paving to be scheduled soon after.

**REVIEW OF FINANCIAL REPORTS:** The Financial Reports for August 31, 2017, were reviewed and approved for filing as presented.

**POSSIBLE ITEMS FOR THE NEXT REGULAR MEETING AGENDA:**

1. 2018 Draft Budget
2. Organizational Structure

**ADJOURNMENT:** The next regular meeting will be on October 17, 2017, at 7:30 P.M. Director Johnson stated that he will not be available for the regular meeting in October. The meeting was adjourned at 8:07 P.M.

Respectfully submitted by,



Bernadette C. Allen  
Secretary to the Board