

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
APRIL 17, 2007**

**MEMBERS PRESENT:** Directors Barkhurst, Griffith, Kilburn, Sorell and Pickard.

**STAFF PRESENT:** Melvin Matthews, General Manager  
Chris Burt, Facilities Supervisor  
Shirley Burt, Administrative Assistant

**CALL TO ORDER:** The meeting was called to order at 1930 hours by the Chairman, **Richard Barkhurst**. He noted that there was a quorum present and asked for approval of the Agenda. The Agenda was approved as presented.

**PUBLIC COMMENT:**

No one from the Public was present.

**Director Barkhurst** noted that the Board had received a letter from the Pasadena Glen Community Services Association requesting that - 1) they be notified when any work is to be done on the entrance road to Pasadena Glen and - 2) they be provided with a description of the work to be done.

**REVIEW OF THE DRAFT AUDIT FOR 2006 YEAR:**

**Director Barkhurst** introduced Gail Egan, Auditor, who then reviewed the Draft Audit for the year 2006. During the review she made the following comments --

- Page seven (7) of the Audit is the only part of the Audit for which the auditor is responsible and the rest of the Audit is the responsibility of the management of the District.
- Because the District staff is small in number, the Board has the responsibility to see that proper checks and balances are in place, noting that currently checks are being signed by two members of the Board but that there should also be a monthly review of the bank statements.
- That 1099 forms should be provided to those vendors that are not incorporated
- That a procedure should be developed dealing with on-line payments.

Following her presentation **Director Barkhurst** called for questions or comments.

**Director Griffith** stated that he thought there was an error on page 4 under Revenues and that 778 acre feet equaled 253 million gallons not 2.53 and that 259 acre feet equaled 84 million gallons not 0.84. **Mr. Matthews** stated that he would review that statement and make the correction if indicated.

Following comments and clarification of items in the Audit **Director Barkhurst** called for a motion to approve the Draft Audit.

It was M/S/C-(Sorell/Pickard-5/0)- **“That the Draft Audit be approved with the correction as noted above”**.

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**EARTHLINK INTERNET SITE LEASE**

**Mr. Matthews** reported that he had sent a letter to the President of the Kinneloa Ridge HOA regarding the proposed installation of the internet site and that he received a call from the President of that association while he was away on vacation. He stated that he will return the call in the next few days and determine if there are any concerns.

**GENERAL MANAGER'S REPORT**

**Mr. Matthews** reviewed his report as presented in the Board Packet and called attention to the leasing of 775 acre feet in the District's long term storage space to the City of Pasadena at \$3.00 per acre foot which will provide additional income for the District.

**REVIEW OF THE MINUTES:**

The minutes of March 20, 2007 were reviewed and unanimously approved as presented.

**REVIEW OF THE FINANCIAL REPORT:**

The Financial Reports were reviewed by the Treasurer and unanimously approved for filing.

**ITEMS FOR NEXT AGENDA**

Earthlink Internet Lease  
Acceptance of Final 2006 Year Audit

**ADJOURNMENT**

The meeting was adjourned at 20:45. The next meeting will be held on May 15, 2007.

Respectfully submitted,

Shirley L. Burt  
Secretary to the Board