

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
MAY 18, 2010**

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

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

CALL TO ORDER: The Meeting was called to order by the Chair, Director Sorell, at 1933 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

PUBLIC COMMENT:

No one from the Public wished to comment at this time.

ACCEPTANCE OF YEAR 2009 AUDIT:

The Final Audit was presented with the changes made as indicated at the last meeting.

It was M/S/C – (Barkhurst/Pickard-5/0) – **“That the 2009 Year Audit be accepted as presented.”**

DISCUSSION OF MEETING MINUTES FORMAT:

The detail of meeting minutes was discussed and it was unanimously agreed to use the minutes of March 16, 2010 as submitted by the Chair as a model to be used by the minute takers.

GENERAL MANAGER’S REPORT:

UCLA Agreement:

Director Sorell stated that UCLA had signed an indemnity agreement and provided a Certificate of Insurance to protect the Kinneloa Irrigation District in case of an accident. He requested Mr. Matthews to discuss the agreement that had been signed with UCLA.

Mr. Matthews reported that the agreement involved UCLA placing reflectors at the West Tank site and the Office site in order to monitor air quality. The project is in cooperation with Caltech and will probably last for approximately one month.

Inventory:

Director Barkhurst questioned whether the Auditor performs a physical inventory examination as part of her scope of work and Mr. Matthews replied she does not. Mr. Matthews explained that he has set up an inventory program in the computer and he does track it.

Director Barkhurst questioned whether it might not be appropriate to periodically perform a physical inventory and **Director Sorell** replied that it would be a good idea to review the inventory beginning and ending balance records as a way to determine the usage.

Director Barkhurst questioned the amount spent for inventory acquisition last year and Mr. Matthews replied that it was around \$7000.

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REVIEW OF MINUTES:

The minutes of March 16, 2010 were reviewed and approved as presented by Director Sorell. The minutes of April 20, 2010 were reviewed and approved as presented.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports and noted the following –
-Water Sales Income was below budget but offset by the sale of water to Pasadena
-Expenses were \$55,000 under budget for the year
The Financial Reports were unanimously approved for filing.

ITEMS FOR NEXT AGENDA:

Physical Inventory Procedure
Appointment of Budget Committee

ADJOURNMENT:

The meeting was adjourned at 2000 hours and the next meeting will be held on June 15, 2010.

Respectfully submitted,

Shirley Burt,
Secretary to the Board