

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
FEBRUARY 15, 2011**

MEMBERS PRESENT: Directors Barkhurst, Eldridge, Griffith, Kilburn 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 1930 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

PUBLIC COMMENT:
No members of the public wished to comment at this time.

**AWARDING OF CONTRACT FOR WINDOVER ROAD-SIERRA MADRE VILLA
WATER MAIN IMPROVEMENT PROJECT:**

The board reviewed the Engineer's Estimate, the line item spread sheet of the six bids submitted, and the Engineer's recommendation.

Director Barkhurst noted that there were some serious differences between the individual line item submitted by the bidders and he questioned the General Manager as to whether he was satisfied that each of the bidders had sufficient knowledge about the project that they submitted an enlightened bid.

The **General Manager** replied that he thought they did and that Doreck had come up and reviewed the job.

Director Barkhurst noted that Doreck had done several other jobs for the District and that the General Manager had given the Contractor an overall superior report.

The **General Manager** replied that he has been satisfied in the past and that gives him more confidence that Doreck can indeed do the job.

Director Barkhurst stated that in exercising his fiduciary responsibility of selecting the lowest competent bidder he is recommending that the Board approve of hiring of Doreck to do the Windover Road Water Main Replacement Project.

It was M/S/C-(Barkhurst/Kilburn-5/0) - **“That Doreck be awarded the contract for the Windover Road & Sierra Madre Villa Water Main Replacement Project”**

**APPOINTMENT OF COMMITTEE TO PERFORM GENERAL MANAGER'S
PERFORMANCE REVIEW:**

Director Barkhurst recommended that the Board meet in Special Session specifically to do the General Manager's Performance Review. It was unanimously agreed that the Board would schedule this Special Session for March 4, 2011 at 9:00 A.M. and that the General Manager would submit his self-assessment to the Board prior to that meeting.

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REVIEW OF GENERAL MANAGER'S REPORT

Director Barkhurst requested further information on the Pasadena Glen Fire Safe Council and **Director Eldridge** explained that it is a statewide program to organize communities to do Fire safety improvement in their communities and that they started a new one in the Pasadena Glen. They are working on getting grants and they are receiving training.

REVIEW OF MINUTES

The minutes of January 18, 2011 were reviewed and unanimously approved as presented with the correction of the year in the heading.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Report noting that water had been sold to Pasadena. He questioned as to why a check was written to FMWD and the **General Manager** explained that that was the payment for December and that now the District is receiving a refund from FMWD which will show up on next month's statement.

Director Barkhurst requested that, for the sake of full disclosure, the General Manager also submit with the financial report each month the breakdown of his credit card expenditures.

Director Sorell questioned as to when the Auditor would be coming and stated that he would like to work with her on the Inventory Item this year. He stated that he is concerned with actually knowing what is being pulled out of inventory and whether the net balance is increasing or decreasing.

Director Barkhurst stated that the Treasurer recognizes that it is the prerogative of any Board Member to meet with the outside Auditor and that the Chair has so requested and that request should be done.

ITEMS FOR NEXT AGENDA:

Review of Audit
Review of General Manager's Performance Review

ADJOURNMENT:

The meeting was adjourned at 2015 hours and the next meeting will be held on March 15, 2011.

Respectfully submitted,

Shirley Burt,
Secretary to the Board