

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
OCTOBER 18, 2011**

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

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

**CALL TO ORDER:** The Meeting was called to order by the President, Steven Sorell at 1935 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 speak.

**REVIEW OF THE GENERAL MANAGER'S REPORT:**

The **General Manager** reported that in addition to the written report-

--He had conducted a 5 hour tour of all the facilities with the Sanitary Engineer from the California Department of Public Health and a written report will be sent to the District

--The Air Conditioner had failed last week and the unit was replaced at the cost of approximately \$2800.

-- Computer Server 2 failed on Monday and he is in the process of transferring data from the backups to Server 3.

**Director Sorell** questioned as to what backup system exists and the **General Manager** replied that the first level of backup is an external drive that continuously backs up all new and changed files using Memeo backup software. Secondly, the billing system database was being backed up to the new Server 3 daily at 2:00 A.M. in anticipation of the eventual retirement of Server 2. Thirdly, selected critical database and document files are backed up continuously to the Internet-based Carbonite backup service.

**Director Kilburn** reported that the property on Doyne Road is in Escrow and the General Manager was directed to submit an invoice to the Escrow Agency for the Engineering Services that have not been paid.

**REVIEW OF MINUTES:**

The minutes of October 20, 2011 were unanimously approved as submitted.

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** reviewed the Financial Reports noting that the income was higher than budget for the month of September. The Financial Reports were unanimously approved as presented.

**ITEMS FOR NEXT AGENDA:**

Progress Reports on New Billing System.

**ADJOURNMENT:**

The meeting was adjourned at 2000 hours. The next meeting will be on November 15, 2011.

Respectfully submitted,

Shirley Burt  
Secretary to the Board