

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
SEPTEMBER 20, 2011**

MEMBERS PRESENT: Directors Barkhurst, Eldridge, and Kilburn.
Director Sorell arrived at 2000 hours.
Director Griffith was absent due to a prior engagement.

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 Treasurer, Richard Barkhurst, at 1945 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.

CONSIDERATION OF BILLING SOFTWARE PROPOSAL:

The **General Manager** reviewed the proposal from Able Software and introduced Garth Stern and Kai-Wen Yuei, representatives of the company.

Director Barkhurst questioned whether the company was prepared to share their financial reports with Kinneloa and Mr. Stern replied that they will do so and that they have had to do that for other customers.

Director Barkhurst questioned whether the company is prepared to offer support service at any hour of the day and Mr. Yuei stated that they are because they have customers in many different time zones and need to be available at all times.

Director Kilburn questioned as to the location of the company headquarters and Mr. Stern replied that they are located in Irvine.

It was M/S/C – (Eldridge/Kilburn-4/0)—“**That the Board approves the purchase of the Able Software Billing Program for an amount not to exceed \$20,000.**”

Director Barkhurst stated that the purchase could be made without waiting for the pending Financial Report from the Able Software Company.

REVIEW AND APPROVAL OF THE YEAR 2012 BUDGET:

Director Barkhurst noted the Board had reviewed the proposed budget in Special Session and agreed that there would be no change in the rate for the year 2012.

It was M/S/C/-- (Kilburn/Eldridge-4/0) – “**That the budget as presented be approved**”.

APPROVE RESOLUTION 2011-9-20 – Declaring that no election will be held.

It was M/S/C – (Eldridge/Kilburn-4/0) – “**That the Resolution be approved as written**”

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REVIEW OF THE GENERAL MANAGER'S REPORT:

The **General Manager** reviewed his report as presented in the Board Packet which included the annual Water Production Report.

REVIEW OF MINUTES:

The minutes of August 16, 2011 were unanimously approved as written.
The minutes of August 26, 2011 were unanimously approved as written.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports noting that the water sales were under budget for the month and that maintenance supplies and maintenance labor were over budget for the month and year to date.

Director Sorell questioned the amount spent for Engineering Services and the **General Manager** replied that was a progress billing for the East-West Pipeline Project and that amount would become a capitalized expense when the project is approved.

Director Barkhurst requested that the credit card expenses be reported in greater detail.

Director Barkhurst requested that arrangements be made so that every Board Member is authorized to sign checks and that the Board Members be requested to come to the office to sign checks when requested.

Director Sorell requested that a report be given on the new billing system every month.

Director Barkhurst suggested that each Board Member notify the office as to their availability from month to month regarding attendance at Board Meetings and availability to sign checks.

ITEMS FOR NEXT AGENDA:

No items were suggested for the next meeting agenda.

ADJOURNMENT:

The meeting was adjourned at 20:25 hours. The next meeting will be on October 18, 2011.

Respectfully submitted,

Shirley Burt
Secretary to the Board