

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
KINNELOA IRRIGATION DISTRICT
MARCH 20, 2012**

MEMBERS PRESENT: Directors Barkhurst, Eldridge, 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, Gerrie Kilburn, at 1938 hours. She noted that there was a quorum present. The Agenda was unanimously approved as presented.

PUBLIC COMMENT: No members of the public wished to speak.

The General Manager introduced Bernadette Allen who has been hired as the part time Accounting Assistant and will be working four days a week from 8:00 A.M. to Noon.

REVIEW OF THE GENERAL MANAGER'S REPORT:

The General Manager's Report was accepted as written. The General Manager stated that he had several additional items to report.

Doyme Road Project: The property has closed escrow and the current plan is to develop the property into two lots and the driveways will enter off Doyme Road. All outstanding invoices from the previous owner were paid in full.

1995 Sierra Madre Villa: The property has closed escrow and the new owner intends to finish the construction of the building.

3337 Trevan Road: The outstanding invoices have been paid in full. Meter service to the property will be installed in the near future.

REVIEW OF MINUTES:

The minutes of February 29, 2012 were unanimously approved as submitted.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the reports noting that the income is higher than budgeted for the second month of the year. He requested clarification regarding the overtime, questioning what projects or activities could not be done during normal working hours. The General Manager replied that the overtime included-1) the weekend facility check which is currently part of normal operations and 2) response to a power failure that occurred after hours.

Director Griffith questioned as to when the next Lead and Copper testing would need to be done and the **General Manager** replied that it would be in March.

Director Griffith noted that several of his neighbors would like to have their water tested and the **General Manager** replied that he had provided information as to where to get test kits in the billing insert and in a billing statement message.

Director Griffith questioned whether the customers had to pay for the test kits and the **General Manager** replied that a policy had been made that the customer would purchase the water test kits which cost about \$13 or arrange for outside laboratory tests and that the District would not do any customer water tests. The financial reports were accepted as presented.

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Page 2

HBA TRANSITION INTO ACWA/JPIA

Director Griffith requested more information about the proposed transition between these two organizations and questioned whether the Kinneloa Board needed to take any action at this time and the **General Manager** explained that no action needs to be taken at this time.

ITEM FOR NEXT AGENDA:

Review of 2011 Audit if Auditor is available

ADJOURNMENT:

The meeting was adjourned at 2015 hours. The next meeting will be on April 17, 2012.
Director Sorell stated that he will not be at the April 17th Board Meeting.
Director Griffith stated that he will not be at the May 23rd Board Meeting.

Respectfully submitted,

Shirley Burt
Secretary to the Board