

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

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, 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.

SELECTION OF AUDITOR:

Director Barkhurst reported that Directors Barkhurst, Sorell and the General Manager had reviewed the five replies that had been received in response to the RFP (copy attached) that had been sent out by the General Manager to ten auditing firms and that it was the committee's recommendation to continue with the services of Egan & Egan.

Director Sorell noted that a letter had been received regarding a statement in the prior audit report and that a satisfactory reply had been received noting that it was a typo. He requested that both letters be included in the minutes.

It was M/S/C – (Barkhurst/Kilburn- 4/1 with Director Griffith dissenting) – **“That the services of Egan & Egan be retained to perform the audit for the year 2011.”**

RESOLUTION 2011-12-20A: – Adoption of Division Boundaries

The **General Manager** explained that every ten years following the Census the District is required to review the population numbers within each of the five political divisions within the District and make a decision as to whether there has been any significant change in the population served by each Director. He stated that there has been no significant change and recommended that the current division boundaries remain the same.

It was M/S/C (Barkhurst/Kilburn- 5/0) – **“That Resolution 2011-12-20A be approved resolving that no changes be made to the Division Boundaries”.**

SELECTION OF DIRECTOR FOR ACWA/HBA:

After reviewing the written materials submitted by the candidates, the Board unanimously agreed to not submit a vote since they did not have sufficient personal information about the candidates.

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APPROVAL OF CHANGES TO RULES AND REGULATIONS: – Bid Procurement

The Board reviewed the proposed changes to Article 16-Bid Procurement and Purchasing Policy

It was M/S/C – (Barkhurst/Eldridge-5/0) – **“That the proposed changes to Article 16 as shown on the attached document be approved as submitted.”**

RESOLUTION 2011-12-20B: – Changes to the Employee Policies and Procedures

The Board discussed some of the proposed changes but, due to the number of proposed changes and the format of the document in which the changes were presented, some members of the Board stated that they were not prepared to vote as that they had not had enough time to review and understand the changes.

It was M/S/C – (Eldridge/Kilburn-5/0) - **“That a decision on the proposed changes be tabled at this time and that a soft copy of the proposed changes be sent to all Board Members.”**

ELECTION OF OFFICERS:

Director Sorell (chair) requested nominations for the office of Chairman. **Director Griffith** nominated Director Kilburn and the nomination was seconded by **Director Eldridge**. Director **Barkhurst** nominated Director Sorell. The nomination failed due to a lack of a second. **Director Kilburn was declared Chairman by a vote of 3/2.**

Director Sorell requested nominations for Secretary. **Director Kilburn** nominated Director Eldridge and the nomination was seconded by **Director Griffith**. There were no further nominations.

Director Eldridge was declared Secretary by a vote of 5/0.

Director Sorell requested nominations for Treasurer. **Director Eldridge** nominated Director Barkhurst and the nomination was seconded by **Director Sorell**.

Director Barkhurst was declared Treasurer by a vote of 5/0.

REVIEW OF THE GENERAL MANAGER’S REPORT:

The **General Manager** questioned whether the Board had any questions regarding his report that was included in the Board Packet.

Director Sorell questioned as to what follow up was planned regarding the Lead Educational Brochure that was sent out to all customers. He suggested that the General Manager provide information to the customers as to where they could get their residential water tested and the cost of the tests. The **General Manager** replied that he would provide that information in the next billing message.

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REVIEW OF MINUTES:

The minutes of November 15, 2011 were unanimously approved as submitted.

REVIEW OF FINANCIAL REPORTS:

Director Barkhurst reviewed the Financial Reports noting that a payment of \$188,641.06 had been made to Doreck Construction.

Director Griffith questioned whether the "As Built" drawings of the project had been checked and approved and stated that he had not signed the check.

The **General Manager** replied that the "as built" drawings have been received but that Chris had not had the opportunity to check them but he did not think that was a reason to not make the payment. He explained that he would review all contract requirements and that the Notice of Completion will not be issued until everything is in order.

Director Eldridge stated that the issue is whether or not the Board understands that the retainer is being paid to the Contractor.

Director Griffith noted that there had not been back up for the expenses on the Credit Card for the General Manager and the General Manager explained that the backup materials are either on his personal expense report or on the Credit Card statement. The reports were unanimously approved for filing.

ITEMS FOR NEXT AGENDA:

Master Plan Projects for 2012 including the Vosburg Pump Station Project
Employee Policies and Procedures
Information to rate payers regarding lead testing

ADJOURNMENT:

The meeting was adjourned at 9:15 P.M.

Director Griffith stated that he will not be at the next meeting.

Respectfully submitted,

Shirley Burt
Secretary to the Board