

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
NOVEMBER 15, 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** stated that he thinks it is incumbent upon the Board, on behalf of both the Board and the rate payers, to make sure that there is a professional audit done each year at a competitive price.

It was M/S/C-(Barkhurst/Kilburn-5/0)- **“That the Board requests the General Manager to develop an “Invitation To Bid” for the position of Auditor, and send the “Invitation” to an appropriate number of qualified Auditing Firms no later than December 2, 2011.**

It was M/S/C-(Barkhurst/Kilburn-5/0) **“That the Board appoints Directors Barkhurst and Sorell and the General Manager to the Auditor Selection Committee who will review the responses to the “Invitation” and make their recommendation to the Board at the December 20, 2011 meeting.”**

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

**IT Project:**

**Director Sorell** questioned what system customization would be required and the **General Manager** replied that there will be very little customization needed in respect to the off-shelf software.

**Director Sorell** noted that the schedule calls for going live in the middle of February with the new billing system and questioned as to whether that meant the billings would be for January. The **General Manager** replied that the hope is to do the January service billings in both the new system and the old system in February.

**Director Eldridge** questioned whether the format of the new bills would appear the same as the old bills and the **General Manager** replied that the present the bills have a good format that is familiar to the customers and there is no particular reason to change the format at this time.

**Director Griffith** questioned whether the front side would be in black print and the General Manager replied that it could be whatever is decided. He noted also that a decision would be made regarding the amount of preprinting that would be done on the bill based on the relative cost of the pre-printing versus the cost of printer ink. He will check on the cost of the current forms and solicit competitive quotations to see if the cost can be reduced in the future.

**K-3 Well:**

**Director Griffith** questioned whether the problem had been solved and the Facilities Supervisor replied that the chlorine generating cell, that had been in service 13 years, had to be replaced and noted that normal life is 7 years.

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**GENERAL MANAGER'S REPORT: (continued)**

**Doyme Road Project:**

**Director Kilburn** questioned whether the General Manager had sent the letter to Escrow and the General Manager said a letter with the Demand for Payment had been sent to both the Chicago Title Escrow and Richard Stone from Coldwell Banker.

**Public Health Department Report:**

**Director Eldridge** questioned as to when the report will be received and the General Manager replied that the report had not yet been received but several items had been mentioned during the tour that will be addressed.

**REVIEW OF MINUTES:**

The minutes of October 18, 2011 were unanimously approved as submitted.

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** reviewed the Financial Reports noting that the District is about \$8,000 ahead of budget to date. The Financial Reports were unanimously approved for filing.

**ITEMS FOR NEXT AGENDA:**

Progress Reports on New Billing System.

Auditor Selection

K-3 Well Update

**ADJOURNMENT:**

The meeting was adjourned at 2020 hours. The next meeting will be on December 20, 2011.

Respectfully submitted,

Shirley Burt  
Secretary to the Board