

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
JUNE 15, 2010**

**MEMBERS PRESENT:** Directors Barkhurst, Kilburn, and Sorell  
Director Griffith absent due to another engagement  
Director Pickard absent due to illness.

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

**CALL TO ORDER:** The Meeting was called to order by the Chair, Director Sorell, at 1933 hours. He noted that there was a quorum present. The Agenda was unanimously approved as presented.

**PUBLIC COMMENT:**

No one from the Public wished to comment at this time.

**PHYSICAL INVENTORY PROCEDURE:**

**Director Barkhurst** noted that currently there is a tracking system within the Peachtree Accounting system but that he thought there should be a physical inventory done periodically. He recommended that, to comply with the sense of the Board, management develop a system to accurately track particularly the larger value inventory items. Director Kilburn requested clarification as to the time line for this report and Mr. Matthews replied that he thought every three years would not be an unreasonable request.

**APPOINTMENT OF BUDGET COMMITTEE:**

It was agreed that the full Board would meet as a budget committee after the General Manager develops his proposed budget.

**Director Barkhurst** noted that the budget meeting could be included within the Agenda of a Regular Meeting particularly if the Agenda was a short one.

**GENERAL MANAGER'S REPORT:**

**Doyne Road Project:**

Mr. Matthews reported that a Bankruptcy had been filed by the Developer but that as of today the Developer had told him that the Bankruptcy had been voided and that the project was proceeding.

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

**Kinneloa Mesa Pipeline Project:**

Director Kilburn questioned the reason for the number of leaks that have occurred with the pipelines that were just installed last year on Kinneloa Mesa and Mr. Matthews replied that

--There have been problems with some of the services and the contractor has responded and made the necessary repairs under the guarantee but that at some point in time it will be the responsibility of the District

--The reason for the leaks is somewhat of a mystery as to whether it is due to the parts or the installation technique or a combination of the two

--There have been no leaks at the street connections just at the service line connections

--In some instances there appears to be a reason such as the copper tubing was bent around a large rock and in other cases the fittings may not have been properly tightened

**REVIEW OF MINUTES:**

The minutes of May 18, 2010 were reviewed and approved as presented with the following insertion prior to the first sentence on --

Page 1, General Manager's Report, UCLA Agreement, line 1

“Director Sorell stated that UCLA signed an indemnity agreement and provided a Certificate of Insurance to protect the Kinneloa Irrigation District in case of an accident.”

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** questioned, that since the District is limited by various agencies as to the amount of water that can be pumped from the groundwater each year, whether those agencies care whether the water is sold to a rate payer or to the City of Pasadena, and **Mr. Matthews** replied “not from a basic management standpoint”.

**Director Barkhurst** questioned whether there was any correlation between maintenance supplies and maintenance labor and Mr. Matthew replied in the negative and stated that he will change the title so as to avoid confusion.

The Financial Reports were approved for filing as presented.

**ADJOURNMENT:**

The meeting was adjourned at 2000 hours and the next meeting will be held on July 20, 2010.

Respectfully submitted,

Shirley Burt,  
Secretary to the Board