

**KINNELOA IRRIGATION DISTRICT**  
**REGULAR MEETING – BOARD OF DIRECTORS**  
1999 KINCLAIR DRIVE, PASADENA, CA 91107  
TUESDAY – MARCH 20, 2012  
7:30 P.M.

**AGENDA**

- 1. CALL TO ORDER**
  - A. Declaration of a Quorum
  - B. Review of Agenda
  
- 2. PUBLIC COMMENT**– Comments from the public regarding items on the Agenda or other items within the jurisdiction of the District.
  
- 3. REVIEW GENERAL MANAGER’S REPORT**
  
- 4. REVIEW MINUTES** – February 21, 2012
  
- 5. REVIEW FINANCIAL REPORTS** – February 29, 2012
  
- 6. ITEMS FOR NEXT AGENDA**
  
- 7. CALENDAR** – April 17, 2012  
May 23, 2012 (Adjourned from May 15, 2012)  
June 19, 2012
  
- 8. ADJOURNMENT**

Each item on the Agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Material related to an item on this agenda submitted after distribution of the Agenda Packet is available for public review at the District Office or online at the District’s website <http://www.kinneloairrigationdistrict.info>.

# General Manager's Report for the Board of Directors Meeting on March 20, 2012

## I. Capital Improvement, Preventative Maintenance and Repair Projects

- A. K-3 Chlorine Generator – The waterproofing of the building floor has been completed and reinstallation of the sodium hypochlorite generator is in progress.
- B. Inspection and Cleaning of Reservoirs – Aqua Video Engineering has completed the work at the Wilcox and Eucalyptus Reservoirs and we are awaiting the report. Our concrete reservoirs are currently on a 5-year inspection schedule. The Brown and Glen Reservoirs are schedule for 2014 and the Vosburg Reservoir is scheduled for 2015.
- C. Reservoir Screening – The California Department of Public Health has changed the screening requirement for the vents of our five concrete reservoirs. We must now use 24 mesh screening which is much finer than our current screening. The scope and timing of the project requires the use of a contractor for this work. Perry Thomas, our primary maintenance contractor has started on this project with an expected completion in approximately one month.

## II. Customer Service and Office Operations

### A. Delinquent Accounts –

- 16 accounts received late charges
- 0 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 1 account remains off for non-payment

- B. New Billing System Training – I received training March 9, 2012 with respect to the Peachtree General Ledger interface and other updates to the software.
- C. Administrative and Accounting Assistant – Bernadette Allen has joined us part-time to assist with the accounting functions as well as to learn the operation of our new billing system software.

## General Manager's Projects and Activities

- A. Billing System – The projected date for the final data conversion is scheduled for the weekend prior to this meeting. There will then be at least two weeks of parallel data input to both billing systems. A decision will then be made based on our readiness at that point to use or not use the new system to produce the next billing statement. Data entry will continue in parallel until we are confident that we can fully depend on the new system for all accounting and reporting functions.
- B. Audit – Gail Egan has presented the first draft for my review. I am working on the Management Analysis and Discussion section and reviewing the financial report for errors and omissions. I expect have a draft ready for review by our Treasurer later in March.
- C. CSDA – I participated in the Finance Committee meeting as well as the Audit Committee's review of the draft of the association's audited financial statement.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
FEBRUARY 21, 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 1930 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.

**PERFORMANCE EVALUATION OF THE GENERAL MANAGER:**

**Director Kilburn** noted that the Board had met in a special meeting and evaluated the performance of the General Manager.

**Director Barkhurst** recommended that the matter of compensation be considered in two separate discussions. He noted that a number of companies have a “COLA” built into their human resources manuals which is used to determine the adjustment to the employees compensation each year and explained the various methods used to determine the CPI upon which the “COLA” is based. He recommended that, in order to help all employees with their cost of living expenses and to make sure that their purchasing power is not too adversely affected by inflation, and regardless of compensation for the General Manager, all employees of the District receive a salary increase of a certain percent and that the salary ranges be increased by that same percent and recommended a 2.1% increase.

**Director Sorell** questioned whether this would be a one-time change and Director Barkhurst replied that his recommendation was for the calendar year 2012.

**Director Griffith** stated that he liked the recommendation but noted that neither the Board approved an additional week of vacation nor the proposed salary increase were included in the current budget and questioned where savings could be made so as to include these two items. After discussion, it was unanimously agreed that the additional expense would not be that great and the monies could be found to fund these expenses within the current budget.

It was M/S/C/- (Barkhurst/ Griffith-5/0)

**“That the Board approve an across the Board 2.1 percent salary adjustment for the year 2012 and make a similar adjustment to each of the salary ranges.”**

**Director Barkhurst** stated that he wanted it understood that this has no impact on the Board’s decision regarding the General Manager Performance Salary or his review of any of the other employee’s performance.

**Director Kilburn** then requested discussion regarding the General Manager’s salary.

**Director Griffith** stated that he did not see this item in the budget and the General Manager replied that he did include a potential increase of \$5000 in the budget.

**Director Griffith** said that he did not see that number in the budget but that he was still concerned about the additional week of vacation and Director Barkhurst said that he did agree that there was a real cost in bringing someone from three weeks to four weeks vacation.

**Director Sorell** suggested a \$5,000 bonus for the General Manager and Director Barkhurst stated that he would be willing to vote for a \$3000 bonus but not more than that.

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
FEBRUARY 21, 2012**

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**PERFORMANCE EVALUATION OF THE GENERAL MANAGER: (CONTINUED)**

**Director Griffith** stated that in looking at the budget he would suggest a \$2000 bonus.

**Director Eldridge** stated that he was concerned about the additions to the expenditures since the District is a small company and does not have an income that can be manipulated very well.

**Director Barkhurst** replied that to a certain extent the revenue side can be manipulated by the amount of water that the District sells to Pasadena.

**District Barkhurst** stated that his rationale for giving the General Manager some level of performance based increase, whether bonus or a salary increase, is that the budget numbers reflect that the General Manager did a very good job in finding ways to minimize the expense side of the budget and that it is appropriate that General Manager participate monetarily in these savings. He also stated that he thought \$120,000 a year is a very fair salary for a small water company and recommended that the compensation be in the form of a bonus and that the base salary remain the same.

**Director Griffith** recommended that the amount be less than \$3000.

**Director Sorell** recommended a \$3000 bonus.

It was M/S/C-(Barkhurst/ Sorell-5/0) –

**“That the Board grant the General Manager a \$3000 performance based bonus on April 1.”**

**EMPLOYEE POLICIES AND PROCEDURES REVIEW:**

**Director Kilburn** noted that the General Manager had made several changes since the last meeting and questioned if there were further comments from the Board.

**Director Barkhurst** questioned the General Manager as to whether he had successfully incorporated all of the suggested changes into the current draft and he replied that he had met with the Chairman and that the changes had been inserted into the current draft.

It was M/S/C- (Barkhurst/Eldridge -5/0)-

**“That the Board approve the Employee Policies and Procedures Manual Draft of the Kinneloa Irrigation District dated January 24, 2012 to be effective January 1, 2012.”**

The **General Manager** reminded the Board that the Manual is a living document and that changes can be considered at any time.

**ONLINE CUSTOMER PAYMENT OPTIONS:**

The **General Manager** explained that he had investigated the costs involved with the various methods of bill payment and that he is presenting the information for the Board’s review.

**Director Barkhurst** stated that he would not be satisfied until the District has a system as sophisticated as Edison.

It was M/S/C- (Barkhurst/ Eldridge -5/0)

**“That the Board requests the General Manager to develop on an online customer payment option.”**

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
KINNELOA IRRIGATION DISTRICT  
FEBRUARY 21, 2012**

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

The General Manager's Report was accepted as written.

**REVIEW OF MINUTES:**

The minutes of December 20, 2011 were unanimously approved as submitted with the following correction to

Page 2, line 11-delete the word "all", insert the words "as much as" before the word four.

**REVIEW OF FINANCIAL REPORTS:**

**Director Barkhurst** reviewed the Financial Reports and directed the Board's attention to the report that showed the comparison of income and expenditures between the years 2010 and 2011. He noted that there was a large difference in Maintenance Labor between the two years and the General Manager explained that that was due to the large amount of overtime in 2011.

**Director Barkhurst** suggested that overtime be broken out as a separate line item in the report and

**Director Sorell** asked that the overtime be reported at least quarterly.

**Director Barkhurst** noted that any overtime tied to a project should then be identified with that project.

The Financial Reports were unanimously approved for filing.

**ITEM FOR NEXT AGENDA:**

No items were requested for the next meeting.

**ADJOURNMENT:**

The meeting was adjourned at 2021 hours. The next meeting will be on March 20, 2012.

Respectfully submitted,

Shirley Burt  
Secretary to the Board

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Two Months Ending February 29, 2012**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
4000 Water Sales	\$ 98,584.35	\$ 62,000.00	\$ 171,154.87	\$ 130,000.00
4015 Wholesale Water Sales	31,240.95	0.00	31,240.95	0.00
4020 Service Charges	1,493.68	833.33	2,094.33	1,666.66
4035 Interest-Reserve Fund	299.73	333.33	850.49	666.66
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<b>Total Revenues</b>	<b>131,618.71</b>	<b>63,166.66</b>	<b>205,340.64</b>	<b>132,333.32</b>
<b>Expenses</b>				
5005 Electricity	8,341.52	5,500.00	15,350.95	11,000.00
5010 Maintenance Supplies	2,579.99	2,500.00	4,271.54	5,000.00
5012 Safety Equipment	0.00	133.33	0.00	266.66
5015 Operations & Maintenance Labor	11,265.92	13,000.00	22,649.04	26,000.00
5016 Operations & Maintenance OT	714.00	0.00	1,201.50	0.00
5020 Stand-by Compensation	600.00	625.00	1,020.00	1,250.00
5022 Training/Certification	0.00	133.33	0.00	266.66
5025 Water Treatment/Analysis	2,320.32	1,833.33	4,357.56	3,666.66
5030 Maintenance Contractors	10,693.05	9,750.00	15,481.23	19,500.00
5034 Equipment Maintenance	455.66	500.00	1,210.12	1,000.00
5035 Vehicle Maintenance	25.33	500.00	249.56	1,000.00
5036 Fuel - All Equipment	853.76	1,250.00	1,616.88	2,500.00
5046 Insurance-Liability	1,158.50	1,833.33	2,317.00	3,666.66
5048 Insurance-Property	178.50	208.33	357.00	416.66
5049 Insurance-Medical	3,779.41	3,666.67	7,558.82	7,333.34
6000 Engineering Services	500.00	3,750.00	500.00	7,500.00
6005 Watermaster Services	878.92	1,000.00	1,757.84	2,000.00
6015 Administrative Salary	10,000.00	10,004.40	20,000.00	20,008.80
6017 Administrative Travel	196.87	416.67	491.00	833.34
6020 BofD Compensation	800.00	400.00	1,100.00	800.00
6021 Administrative & Board Expense	0.00	208.33	0.00	416.66
6024 Customer/Public Info. Prog.	144.70	333.33	144.70	666.66
6025 PERS - KID	1,118.44	1,166.67	2,262.43	2,333.34
6030 Social Security - KID	2,066.93	2,416.67	4,086.74	4,833.34
6035 Office/Computer Supplies	68.99	750.00	805.17	1,500.00
6036 Postage/Delivery	213.85	500.00	454.13	1,000.00
6040 Professional Dues	552.99	625.00	1,190.98	1,250.00
6045 Legal Services	0.00	1,250.00	0.00	2,500.00
6050 Telephone	505.59	458.33	855.05	916.66
6051 Mobile Telephone	182.98	208.33	377.45	416.66
6052 Pagers	19.00	20.00	38.00	40.00
6053 Internet Service	84.94	125.00	169.88	250.00
6059 Computer/Software Maintenance	0.00	9,333.33	6,677.42	18,666.66
6061 Office Equipment Maintenance	0.00	83.33	0.00	166.66
6065 Accounting Services	0.00	6,000.00	0.00	6,000.00
6070 Office Labor	3,638.88	4,000.00	7,451.04	8,000.00
6075 Outside Services	901.81	1,666.67	2,154.35	3,333.34
6080 Capital Improvement Fees	277.58	614.08	226.18	1,228.16
6081 Permits/Fees	0.00	208.33	180.00	416.66
6120 Bank Service Charges	214.30	250.00	499.02	500.00
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<b>Total Expenses</b>	<b>65,332.73</b>	<b>87,221.79</b>	<b>129,062.58</b>	<b>168,443.58</b>
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<b>Net Income</b>	<b>66,285.98</b>	<b>(24,055.13)</b>	<b>76,278.06</b>	<b>(36,110.26)</b>

**Kinneloa Irrigation District**  
**Income Statement**  
**For the Two Months Ending February 29, 2012**

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Other Expenditures</b>				
1509 Wilcox Well/Wilcox Booster	0.00	0.00	0.00	7,500.00
1511 WaterTreatment Plant	639.11	0.00	5,243.90	5,400.00
1512 Trans. & Dist. Plant Meters	0.00	1,666.67	0.00	3,333.34
1513 Electrical/Electronic Equip.	0.00	2,083.33	0.00	4,166.66
1514 Computer/Office Equipment	0.00	416.67	0.00	833.34
1516 Water Company Facilities	0.00	1,666.67	0.00	3,333.34
1527 SCADA Equipment	0.00	1,000.00	0.00	2,000.00
1530 Tools	219.66	200.00	760.03	400.00
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<b>Total Other Expenditures</b>	<b>858.77</b>	<b>7,033.34</b>	<b>6,003.93</b>	<b>26,966.68</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Increase or (Drawdown)</b>	<b>\$ 65,427.21</b>	<b>\$ (31,088.47)</b>	<b>\$ 70,274.13</b>	<b>\$ (63,076.94)</b>
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**Kinneloa Irrigation District**  
**Balance Sheet**  
**February 29, 2012**

**ASSETS**

**Current Assets**

1010	Checking-Wells Fargo Bank	\$ 56,199.00
1012	Reserve Fund-LAIF	117,611.08
1014	Reserve Fund-CalTRUST	259,154.69
1015	Accr. Int./Price Adj.-CalTRUST	(244.42)
1016	Accrued Interest-LAIF	89.91
1100	Accts. Receivable-Water Sales	57,204.73
1101	Accts. Receiv.-Service Charges	13,084.46
1102	Accts. Receiv.-Wholesale Water	31,240.95
1190	Allowance for Bad Debts	(683.79)
1200	Inventory	20,000.00
1340	Accrued Water Sales	73,218.41
1350	Prepaid Insurance	7,848.29
1360	Prepaid Expenses	9,120.84

Total Current Assets

643,844.15

**Property and Equipment**

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	2,402,367.42
1505	Water Tunnels	705,985.75
1506	K-3 Well	82,848.37
1507	Improvement District #1	602,778.12
1508	Mountain Property	6,620.00
1509	Wilcox Well/Wilcox Booster	83,486.82
1510	Interconnections	14,203.27
1511	Water Treatment Plant	179,161.22
1512	Trans. & Dist. Plant Meters	60,670.00
1513	Electrical/Electronic Equip.	248,588.55
1514	Computer/Office Equipment	44,172.53
1515	Vehicles & Portable Equipment	222,084.16
1516	Water Company Facilities	60,079.20
1517	KID Office	54,202.92
1518	Shaw Ranch	280,789.92
1519	Dove Creek Project	487,383.87
1520	Glen Reservoir/Booster	24,190.86
1521	Kinneloa Ridge Project	690,492.58
1522	Eucalyptus Booster Station	500,288.76
1526	Vosburg Booster	12,590.00
1527	SCADA Equipment	196,172.05
1528	Tanks and Reservoirs	97,944.39
1529	Holly Tanks	181,113.76
1530	Tools	3,208.56
1600	Accum. Depreciation	(2,955,642.12)

Total Property and Equipment

4,434,541.45

Total Assets

\$ 5,078,385.60



**Kinneloa Irrigation District**  
**Balance Sheet**  
**February 29, 2012**

**LIABILITIES AND CAPITAL**

**Current Liabilities**

2000	Accounts Payable	\$ 22,888.86	
2272	Job Deposits	3,150.00	
2290	Accrued Vacation	13,894.70	
	Total Current Liabilities		39,933.56

**Long-Term Liabilities**

2400	Truck Loan Payable	37,098.29	
	Total Long-Term Liabilities		37,098.29
	Total Liabilities		77,031.85

**Capital**

3040	Fund Balance	4,925,075.69	
	Net Income	76,278.06	
	Total Capital		5,001,353.75
	Total Liabilities & Capital		\$ 5,078,385.60

**Kinneloa Irrigation District**  
**Statement of Cash Flow**  
**For the two Months Ended February 29, 2012**

	Current Month	Year to Date
<b>Cash Flows from operating activities</b>		
Net Income	\$ 66,285.98	\$ 76,278.06
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	(8,499.17)	(10,980.23)
1102 Accts. Receiv.-Wholesale Water	(31,240.95)	(31,240.95)
1350 Prepaid Insurance	1,337.00	2,674.00
1360 Prepaid Expenses	1,356.91	2,788.82
2000 Accounts Payable	13,256.70	5,224.76
2272 Job Deposits	(650.00)	650.00
	(24,439.51)	(30,883.60)
<b>Net Cash provided by Operations</b>	<b>41,846.47</b>	<b>45,394.46</b>
 <b>Cash Flows from investing activities</b>		
<i>Used For</i>		
1511 WaterTreatment Plant	(639.11)	(5,243.90)
1530 Tools	(219.66)	(760.03)
	(858.77)	(6,003.93)
 <i>Net cash used in investing</i>		
 <b>Cash Flows from financing activities</b>		
<i>Proceeds From</i>		
<i>Used For</i>		
	0.00	0.00
 <b>Net increase (decrease) in cash</b>	<b>\$ 40,987.70</b>	<b>\$ 39,390.53</b>
 <b>Summary</b>		
Cash Balance at End of Period	\$ 506,028.67	\$ 506,028.67
Cash Balance at Beg. of Period	(465,040.97)	(466,638.14)
	\$ 40,987.70	\$ 39,390.53
<b>Net Increase (Decrease) in Cash</b>	<b>\$ 40,987.70</b>	<b>\$ 39,390.53</b>

## Aged Receivables Report -- Previous 12 Months

ACCOUNTING PERIOD	CURRENT PERIOD	OVER 30 DAYS	OVER 60 DAYS	OVER 90 DAYS	TOTAL BALANCE	LATE PAYMENT CHARGES
MARCH 2011	\$26,868 247	\$2,601 61	-\$709 22	\$2,331 11	\$31,092	\$345.74 21 Accts.
APRIL 2011	\$71,105 312	\$851 61	\$1,592 18	\$972 13	\$74,520	\$341.45 21 Accts.
MAY 2011	\$72,917 289	\$38,282 47	\$135 15	\$2,497 12	\$113,831	\$385.86 24 Accts.
JUNE 2011	\$81,228 320	\$5,233 76	\$1,058 27	\$2,717 11	\$90,236	\$738.13 45 Accts.
JULY 2011	\$64,746 327	\$36,816 67	\$568 19	\$1,903 11	\$104,033	\$566.89 35 Accts
AUGUST 2011	\$47,152 252	\$2,461 73	\$901 15	\$2,216 12	\$52,731	\$493.34 30 Accts
SEPTEMBER 2011	\$37,028 228	\$4,821 59	\$237 19	\$2,127 11	\$44,213	\$512.55 30 Accts
OCTOBER 2011	\$48,106 212	\$13,256 72	\$4,342 20	\$1,670 5	\$67,373	\$383.27 24 Accts.
NOVEMBER 2011	\$45,448 226	\$22,823 85	\$4,441 25	\$2,251 6	\$74,962	\$392.35 24 Accts.
DECEMBER 2011	\$27,080 315	\$15,343 97	\$3,209 19	\$593 3	\$46,225	\$519.13 33 Accts.
JANUARY 2012	\$35,448 225	\$9,066 67	\$2,974 18	\$1,218 4	\$48,706	\$600.65 36 Accts.
FEBRUARY 2012	\$41,899 275	\$13,073 87	\$1,572 16	\$660 5	\$57,205	\$230.32 16 Accts.

**Kinneloa Irrigation District**  
**Check Register**  
For the Period From February 1, 2012 to February 29, 2012

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>	<b>Description</b>
2/15/12	EFT1329	Christopher A. Burt	2,216.27	salary
2/15/12	EFT1330	Shirley L. Burt	1,434.95	salary
2/15/12	EFT1331	Melvin L. Matthews	3,294.94	salary
2/15/12	65104472	Brian L. Fry	1,559.25	salary
2/15/12	65104473	Felix Galindo	331.66	salary
2/15/12	65104474	Chris J. Mellinger	435.27	salary
2/15/12	EFT1332	Christopher A. Burt	150.00	salary
2/15/12	EFT1333	ADP	55.48	payroll processing
2/15/12	EFT1334	ADP	4,116.99	withholding and taxes
2/21/12	6869	ACWA Health Benefits Au	4,402.05	health insurance
2/21/12	6870	Ameripride Uniform Servic	49.82	shop rag service
2/21/12	6872	Athens Services	134.37	trash pickup
2/21/12	6873	Civiltec Engineering, Inc.	500.00	fire flow 1610 Kinneloa Mesa Rd
2/21/12	6874	Clinical Laboratory, San B	309.00	water sample analysis
2/21/12	6875	Cook Paging, Inc.	19.00	paggers
2/21/12	6876	Foothill Municipal Water I	277.58	admin charge
2/21/12	6877	Melvin L. Matthews	294.13	expense reimbursement
2/21/12	6878	McMaster Carr	1,837.12	maintenance supplies
2/21/12	6879	Monrovia Mailing Compan	370.27	fluoride letters and postage
2/21/12	6880	MWH Laboratories	132.00	water sample analysis
2/21/12	6881	Severn Trent Water Purific	160.32	chlortec parts
2/21/12	6882	Shirley Burt	58.41	mileage reimbursement
2/21/12	6883	Specialty Services	275.00	janitorial service
2/21/12	6884	Underground Service Alert	82.50	dig alerts feb and prepay future months
2/21/12	6885	USA Blue Book	177.98	Cl2 test chemicals
2/21/12	6886	Utility Service Co., Inc.	3,651.97	tank maintenance
2/21/12	6887	James V Coane & Associat	112.26	net deposit refund
2/21/12	EFT1335	Arco Gaspro Plus	853.76	truck gas
2/21/12	EFT1336	AT&T	284.45	telephone
2/21/12	EFT1337	Bank of America Business	1,805.97	see attached schedule
2/21/12	EFT1338	Charter Communications	79.99	internet service
2/21/12	EFT1339	Pasadena Municipal Servic	1,095.82	electricity
2/21/12	EFT1340	Southern California Edison	5,913.61	electricity
2/29/12	EFT1347	Richard L. Barkhurst	188.70	salary
2/29/12	EFT1348	Christopher A. Burt	2,095.98	salary
2/29/12	EFT1349	Shirley L. Burt	1,329.85	salary
2/29/12	EFT1350	Francis J. Griffith	188.70	salary
2/29/12	EFT1351	Gerrie G. Kilburn	188.70	salary
2/29/12	EFT1352	Melvin L. Matthews	3,294.94	salary
2/29/12	EFT1353	Steven G. Sorell	153.70	salary

**Kinneloa Irrigation District**  
**Check Register**  
**For the Period From February 1, 2012 to February 29, 2012**

2/29/12	65116315	Brian L. Fry	1,288.97	salary
2/29/12	65116316	Felix Galindo	395.44	salary
2/29/12	65116317	Chris J. Mellinger	435.27	salary
2/29/12	EFT1354	ADP	61.72	payroll processing
2/29/12	EFT1355	Christopher A. Burt	150.00	salary
2/29/12	EFT1356	ADP	<u>3,894.69</u>	withholding and taxes
<b>Total</b>			<b><u><u>50,138.85</u></u></b>	

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**Credit Card Detail  
January  
2012**

Acct. No.	Account Description	Additional Description	Shirley	Mel	Brian	Chris B	Chris M	TOTAL
5010	Maintenance Supplies	replacement batteries for Milwaukee			\$43.65	\$164.67		\$208.32
1530	Maintenance Tools	right angle drill kit for Milwaukee				\$219.66		\$219.66
5012	Safety Equipment							\$0.00
5022	Training/Certification							\$0.00
5025	Water Treatment/Analysis	Chlorine/salt		\$72.76	1193.2	\$12.27	\$5.44	\$1,283.67
5035	Vehicle Maintenance	2008-02			\$25.33			\$25.33
5036	Fuel							\$0.00
6017	Adm. Travel							\$0.00
6021	Adm. & Bd. Exp							\$0.00
6035	Office/Computer Supplies	paper, pens and pencils	\$68.99					\$68.99
6036	Postage/Delivery							\$0.00
6040	Professional Dues							\$0.00
6051	Mobile Phone							\$0.00
6053	Internet Service							\$0.00
6059	Computer/ Software Maintenance							\$0.00
6061	Office Equipment Maintenance							\$0.00
6081	Permits/Fees							\$0.00
								\$0.00
<b>TOTAL</b>			\$68.99	\$72.76	\$1,262.18	\$396.60	\$5.44	<b>\$1,805.97</b>