

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, June 21, 2022
3:00 P.M.

AGENDA

This meeting will be conducted at the District office in accordance with the Brown Act and the Governor's Executive Orders N-25-20 (Mar. 12, 2020), N-29-20 (Mar. 17, 2020), N-08-21 (Jun. 11, 2021) and AB 361 which waive the Brown Act provisions found in Govt. Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting and allow teleconferencing. Face coverings may be required for attendance at the office. Public comment may be made in person or submitted via email to kinneloa@outlook.com prior to the meeting and any information submitted will become part of the official record. The public may participate at the office or via computer or telephone using the following information:

<https://us02web.zoom.us/j/85061795151?pwd=QURaWGV5Lzg3dmEvcGx1Ujl6akRHdz09>

Meeting ID: 850 6179 5151

Passcode: 156331

Telephone: 669 900 9128

1. **CALL TO ORDER – 3:00 P.M.**
 - a. Declaration of a quorum
 - b. Review of agenda

2. **TELECONFERENCING OF BOARD MEETINGS – Board to consider continuing to waive certain provisions of the Brown Act as permitted by AB 361 during the COVID-19 emergency**
Recommended Action: Board to decide whether to extend the provisions of Resolution 2020-1-18 for 30 days by adopting Resolution 2022-06-21a

3. **PUBLIC COMMENT – Comments from the Public regarding items on the Agenda or other items within the jurisdiction of the District**
In compliance with the Brown Act, the Board cannot discuss or act on items not on the Agenda. However, Board Members or District Staff may acknowledge Public comments, briefly respond to statements or questions posed by the Public, ask a question for clarification, or request Staff to place item on a future Agenda (Government Code section §54954.2)

4. **REVIEW OF MINUTES – May 17, 2022**
Recommended Action: Review and approve motion to file

5. **REVIEW OF FINANCIAL REPORTS – May 31, 2022**
Recommended Action: Review and approve motion to file

6. **INFORMATION ITEMS—**
 - a. General Manager's Monthly Report
 - b. New drought planning, reporting and upgrade requirements, per SB 552

7. **KINNELOA IRRIGATION DISTRICT WATER CONSERVATION PROGRAM —Board to review the program and consider a resolution to change the water conservation status alert code**
Recommended Action: Review program and approve motion to adopt Resolution 2022-06-21b to change the Water Conservation Alert Code from "yellow" (Extraordinary Conservation Alert) to "orange" (Rationing Conservation Alert)

8. PROJECT UPDATES – General Manager and staff to provide oral reports

- a. Customer Outreach – Summer newsletter
- b. Advanced Meter Infrastructure (AMI) Project
- c. Brown-Glen Replacement Pipeline Project

9. CLOSED SESSION – Conference with Legal Counsel: Pending or threatened litigation (Government Code Section 54956.9(a)) – Potential Settlement, Release, and Severance Agreement with General Manager

10. REPORT ON CLOSED SESSION

11. DIRECTOR REQUESTS, REPORTS OR COMMENTS –

In accordance with Government Code §54954.2 Directors may make brief announcements or brief reports on their own activities. Directors may ask a question for clarification, provide a reference to staff or other resources for information, request staff to report back to the Directors at a subsequent meeting, or act to direct staff to place a matter of business on a future agenda.

12. CALENDAR – July 19, 2022 August 16, 2022 September 20, 2022

13. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact the District office 48 hours prior to the meeting at 626-797-6295. 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 <https://kinneloirrigationdistrict.info>.

RESOLUTION 2022-06-21a

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
EXTENDING THE TIME DURING WHICH THE DISTRICT MAY CONTINUE TO MEET IN
ACCORDANCE WITH RESOLUTION 2022-01-18 AND WITHOUT COMPLIANCE WITH
GOVERNMENT CODE SECTION 54953(B)(3)**

WHEREAS this District has previously approved Resolution 2022-01-18 authorizing remote teleconference meetings; and

WHEREAS the COVID-19 state of emergency declared by the Governor is ongoing; and

WHEREAS the District wants to follow the health and safety recommendations of state and local health officials to reduce the spread of the COVID-19 virus.

NOW THEREFORE, IT IS RESOLVED that the Board extends the provisions of Resolution 2022-01-18 for thirty days in accordance with Government Code Section 54953(e).

PASSED, APPROVED AND ADOPTED THIS TWENTYFIRST DAY OF JUNE, 2022.

SIGNED: _____
Chair

ATTEST: _____
Secretary

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Wednesday, May 17, 2022, 3:00 P.M.

MINUTES

Meeting conducted by teleconference under the provisions of Executive Order N-29-20.

The meeting was conducted by teleconference pursuant to the Brown Act Waivers provided for under the Governor’s Executive Orders in response to COVID-19 State of Emergency as well as the District Board room. The District offered the public to attend the meeting by telephone, videoconference or in-person as stated in the agenda.

DIRECTORS PRESENT: (In-Person): Stephen Brown, Gordon Johnson, Gerrie Kilburn, Tom Majich & David Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: (In-Person): General Manager, Melvin Matthews; Administrative Assistant / Acting Board Clerk, Melanie Timoteo; Facilities Operators, Chris Burt and Michele Ferrell.

PUBLIC PRESENT: (Zoom): Gail Egan and Bobby Egan of *Egan CPAs LP*
(In-Person): Frank Griffith and Bill Opel

1. CALL TO ORDER:

Chairman Johnson called the meeting to order at 3:00 P.M. and took roll call. A quorum of Board Members was present and reviewed the agenda.

2. PUBLIC COMMENT: None

3. FINANCIAL STATEMENTS FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020 AND INDEPENDENT AUDITOR’S REPORT

Gail Egan and Bobby Egan of Egan CPAs LP presented their report.

Director Majich motioned to approve audit report with indicated revisions and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich/Kilburn – 5 Aye/ 0 Nay /0 Abstain)

4. REVIEW OF MINUTES

Director Kilburn motioned to approve the **March 29, 2022** Minutes for filing and was seconded by Director Majich.

It was motioned/seconded/carried unanimously – (Kilburn / Majich – 5 Aye/ 0 Nay /0 Abstain)

Director Majich motioned to approve the **April 19, 2022** Minutes for filing with indicated revisions and was seconded by Director Brown.

It was motioned/seconded/carried unanimously – (Majich / Brown – 5 Aye/ 0 Nay /0 Abstain)

Director Kilburn motioned to approve the **April 27, 2022** Minutes for filing and was seconded by Director Brown.

It was motioned/seconded/carried unanimously – (Kilburn / Brown – 5 Aye/ 0 Nay /0 Abstain)

5. REVIEW OF FINANCIAL REPORTS

Director Moritz reviewed the April 2022 financial reports.

Director Brown motioned to approve the financial reports for filing and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

6. INFORMATION ITEMS

The General Manager presented his report.

The next newsletter is scheduled to be sent out late June, and will include information concerning the drought, Brown/Glen project, Subeca transition and water quality.

The SA Associates system map project will be completed by the end of June.

Former Director Bill Opel thanked the Kinneloa Irrigation District staff for providing a positive experience to Brenna Bowland during her internship.

7. RESPONSIBILITIES AND DELEGATION OF AUTHORITY

The Board reviewed the documents.

Director Majich motioned to accept the longer form of the Delegation of Authority and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

8. PROJECT UPDATES

The GM will request a report from CV Strategies regarding the survey results.

SCADA reconfiguration: Master Transmitting Unit concern has been resolved and system enhanced.

Projects to be tracked will be included in the Agenda going forward within category “Project Updates”

9. BROWN-GLEN PIPELINE IMPROVEMENT PROJECT

Director Majich motioned that the staff proceeds with completing the construction and bid documents for this project and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Majich / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

10. CLOSED SESSION - PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Government Code

€54954.5(E): Title: General Manager

11. REPORT ON CLOSED SESSION:

Discussion Outcome:

Chairman Johnson announced the closed session concluded and no action was taken.

Director Brown motioned to adopt Emergency Response Plan with the understanding that we will revisit a revision in the fall and was seconded by Director Kilburn.

It was motioned/seconded/carried unanimously – (Brown / Kilburn – 5 Aye/ 0 Nay /0 Abstain)

12. DIRECTOR REPORTS AND/OR COMMENTS:

Director Majich announced that he learned that State Funds have been distributed to communities like ours for various projects and believed we might be eligible for money to be used towards the Brown/Glen Project. The GM agreed to follow up with this information.

13. ADJOURNMENT

Chairman Johnson adjourned the meeting at 5:21 pm.

Prepared and submitted by,

Martin Aragon

Martin Aragon

Office Manager/Board Clerk

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Kinneloa Irrigation District
Income Statement for the Five Months Ending May 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
4000 Water Sales	153,748.47	115,000.00	38,748.47	638,716.13	566,000.00	72,716.13
4015 Wholesale Water Sales	3,604.14	0.00	3,604.14	49,187.90	75,000.00	(25,812.10)
4020 Service/Installation Charges	18,952.32	833.33	18,118.99	21,095.64	4,166.65	16,928.99
4035 Interest-Reserve Fund	1,388.97	583.33	805.64	4,250.62	2,916.65	1,333.97
4036 Unrealized Gain(Loss)-CalTRU	4,887.59	2,083.33	2,804.26	(34,414.82)	10,416.65	(44,831.47)
Total Revenues	182,581.49	118,499.99	64,081.50	678,835.47	658,499.95	20,335.52
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	14,750.55	12,000.00	2,750.55	66,237.43	58,000.00	8,237.43
5010 Maintenance/Repair Supplies	1,286.00	2,500.00	(1,214.00)	18,872.03	12,500.00	6,372.03
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	4,166.65	(4,166.65)
5012 Safety Equipment	0.00	166.67	(166.67)	504.70	833.35	(328.65)
5015 Operations Labor	24,888.66	25,133.33	(244.67)	120,391.78	125,666.65	(5,274.87)
5016 Operations OT	1,339.23	1,291.67	47.56	8,832.93	6,458.35	2,374.58
5020 Stand-by Compensation	1,050.00	915.00	135.00	4,290.00	4,575.00	(285.00)
5022 Training/Certification	190.00	133.33	56.67	583.00	666.65	(83.65)
5025 Water Treatment/Analysis	224.00	2,083.33	(1,859.33)	11,866.20	10,416.65	1,449.55
5030 Maintenance/Repair Contractors	12,121.09	11,666.67	454.42	53,396.62	58,333.35	(4,936.73)
5034 Equipment Maintenance	0.00	1,666.67	(1,666.67)	10,302.99	8,333.35	1,969.64
5035 Vehicle Maintenance	0.00	1,333.33	(1,333.33)	412.10	6,666.65	(6,254.55)
5036 Fuel	1,291.51	1,666.67	(375.16)	9,929.55	8,333.35	1,596.20
5045 Insurance-Workers Comp.	0.00	0.00	0.00	2,736.04	5,000.00	(2,263.96)
5046 Insurance-Liability	1,471.16	1,416.67	54.49	7,355.80	7,083.35	272.45
5048 Insurance-Property	255.28	208.33	46.95	1,276.40	1,041.65	234.75
5049 Insurance-Medical	7,197.68	8,604.17	(1,406.49)	32,911.60	43,020.85	(10,109.25)
6000 Engineering Services	1,030.00	3,958.33	(2,928.33)	23,171.25	19,791.65	3,379.60
6005 Watermaster Services	1,304.42	1,333.33	(28.91)	6,522.10	6,666.65	(144.55)
6015 Administrative Salary	12,787.30	13,216.67	(429.37)	63,936.50	66,083.35	(2,146.85)
6017 Administrative Travel	60.90	250.00	(189.10)	122.79	1,250.00	(1,127.21)
6020 Board Compensation	300.00	700.00	(400.00)	2,250.00	3,500.00	(1,250.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	6.65	416.65	(410.00)
6022 Board of Directors Election	0.00	0.00	0.00	344.22	0.00	344.22
6024 Customer/Public Info. Prog.	2,250.00	333.33	1,916.67	8,999.92	1,666.65	7,333.27
6025 PERS - KID	4,295.52	4,000.00	295.52	19,165.59	20,000.00	(834.41)
6030 Social Security - KID	3,140.99	3,000.00	140.99	15,144.43	15,000.00	144.43
6031 Medicare - KID	734.59	708.33	26.26	3,541.90	3,541.65	0.25
6035 Office/Computer Supplies	0.00	583.33	(583.33)	3,408.51	2,916.65	491.86
6036 Postage/Delivery	0.00	416.67	(416.67)	941.39	2,083.35	(1,141.96)
6040 Professional Dues	555.17	1,333.33	(778.16)	2,775.85	6,666.65	(3,890.80)
6045 Legal Services	5,749.08	1,250.00	4,499.08	14,530.40	6,250.00	8,280.40
6050 Telephone	239.94	375.00	(135.06)	1,499.70	1,875.00	(375.30)
6051 Mobile Communications	140.97	41.67	99.30	691.40	208.35	483.05

Kinneloa Irrigation District
Income Statement for the Five Months Ending May 31, 2022

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6052 Pagers	106.02	41.67	64.35	360.46	208.35	152.11
6053 Internet Service	109.98	133.33	(23.35)	539.90	666.65	(126.75)
6059 Computer Software Maintenance	506.66	1,000.00	(493.34)	3,446.80	5,000.00	(1,553.20)
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	416.65	(416.65)
6070 Office & Accounting Labor	10,938.54	10,916.67	21.87	47,758.54	54,583.35	(6,824.81)
6075 Professional/Contract Services	2,651.12	2,333.33	317.79	15,297.21	11,666.65	3,630.56
6080 Administrative Fees	836.48	1,036.67	(200.19)	4,382.58	5,183.35	(800.77)
6081 Permits/Fees	1,128.06	1,250.00	(121.94)	2,762.70	6,250.00	(3,487.30)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	1,458.35	(1,458.35)
6088 Interest Expense	27,054.71	26,371.98	682.73	27,054.71	26,371.98	682.73
6120 Bank Service Charges	1,007.07	833.33	173.74	4,259.22	4,166.65	92.57
Total Expenses	142,992.68	147,494.47	(4,501.79)	685,948.89	698,119.43	(12,170.54)
Net Income	39,588.81	(28,994.48)	68,583.29	(7,113.42)	(39,619.48)	32,506.06
Other Expenditures						
1511 WaterTreatment Plant	0.00	500.00	(500.00)	2,413.85	2,500.00	(86.15)
1512 Water Meters	106,255.38	100,000.00	6,255.38	106,255.38	100,000.00	6,255.38
1514 Computer/Office Equipment	0.00	330.00	(330.00)	1,325.64	2,720.00	(1,394.36)
2400 Installment Purchase Agreement	73,046.27	73,729.00	(682.73)	73,046.27	73,729.00	(682.73)
Total Other Expenditures	179,301.65	174,559.00	4,742.65	183,041.14	178,949.00	4,092.14
Total Increase or (Drawdown)	(139,712.84)	(203,553.48)	63,840.64	(190,154.56)	(218,568.48)	28,413.92

Kinneloa Irrigation District
Balance Sheet as of May 31, 2022

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 98,919.59	
1012	Reserve Fund-LAIF	128,414.11	
1014	Reserve Fund-CalTRUST	1,726,220.16	
1016	Accrued Interest-LAIF	111.91	
1100	Accts. Receivable-Water Sales	23,533.04	
1101	Accts. Receiv.-Service Charges	10,000.00	
1102	Accts. Receiv.-Wholesale Water	18,415.58	
1190	Allowance for Bad Debts	(771.48)	
1200	Inventory	20,000.00	
1340	Accrued Water Sales	158,746.22	
1350	Prepaid Insurance	4,593.35	
1360	Prepaid Expenses	22,317.64	
	Total Current Assets		2,210,500.12

Property and Equipment

1501	Water Rights	52,060.41	
1503	Land Sites	96,700.08	
1504	Water Mains	4,010,066.35	
1505	Water Tunnels	737,474.60	
1506	K-3 Well	89,543.06	
1507	Improvement District #1	602,778.12	
1508	Mountain Property	6,620.00	
1509	Wilcox Well/Wilcox Booster	94,030.98	
1510	Interconnections	14,203.27	
1511	Water Treatment Plant	205,867.41	
1512	Water Meters	271,156.51	
1513	Electrical/Electronic Equip.	256,918.72	
1514	Computer/Office Equipment	75,658.84	
1515	Vehicles & Portable Equipment	308,656.75	
1516	Water Company Facilities	104,222.20	
1517	KID Office	64,899.78	
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	532,342.43	
1526	Vosburg Booster	1,647,215.66	
1527	SCADA Equipment	362,117.90	
1528	Tanks and Reservoirs	119,491.90	
1529	Holly Tanks	181,113.76	
1530	Tools	6,273.13	
1600	Accum. Depreciation	(5,933,805.76)	
	Total Property and Equipment		5,388,463.33

Other Assets

1901	PERS-Deferred Outflows	64,858.00	
	Total Assets		\$ 7,663,821.45

Kinneloa Irrigation District
Balance Sheet as of May 31, 2022

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$	49,356.81
2272	Job Deposits		3,600.00
2275	Deposits-Water Customers		255.02
2290	Accrued Vacation		26,024.60
			79,236.43
	Total Current Liabilities		79,236.43

Long-Term Liabilities

2400	Installment Purchase Agreement		1,378,024.92
2801	PERS- Net Liability		133,437.08
2901	PERS- Deferred Inflows		160,498.00
			1,671,960.00
	Total Long-Term Liabilities		1,671,960.00
	Total Liabilities		1,751,196.43

Capital

3040	Fund Balance		5,927,768.13
	Net Income		(15,143.11)
			5,912,625.02
	Total Capital		5,912,625.02
	Total Liabilities & Capital	\$	7,663,821.45

Kinneloa Irrigation District
Statement of Cash Flow
For the Five Months Ended May 31, 2022

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 39,588.81	\$ (7,113.42)
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	4,234.83	1,320.16
1101 Accts. Receiv.-Service Charges	(10,000.00)	(10,000.00)
1102 Accts. Receiv.-Wholesale Water	(18,415.58)	(18,415.58)
1340 Accrued Water Sales	(19,985.39)	(19,006.78)
1350 Prepaid Insurance	1,726.44	8,632.20
1360 Prepaid Expenses	2,176.16	722.30
2000 Accounts Payable	(1,460.33)	(3,945.97)
2250 PERS Withholding-Employee	294.21	294.21
2272 Job Deposits	0.00	1,800.00
	<hr/>	<hr/>
Total Adjustments	(41,429.66)	(38,599.46)
	<hr/>	<hr/>
Net Cash Provided by Operations	(1,840.85)	(45,712.88)
 Cash Flows from Investing Activities		
<i>Used for</i>		
1511 Water Treatment Plant	0.00	(2,413.85)
1512 Water Meters	(107,290.38)	(107,290.38)
1514 Computer/Office Equipment	0.00	(1,325.64)
	<hr/>	<hr/>
Net Cash Used in Investing	(107,290.38)	(111,029.87)
 Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2400 Installment Purchase Agreement	(73,046.27)	(73,046.27)
2801 PERS- Net Liability	(2,203.58)	(11,017.90)
	<hr/>	<hr/>
Net Cash Used in Financing	(75,249.85)	(84,064.17)
	<hr/>	<hr/>
Net Increase (Decrease) in Cash	\$ (184,381.08)	\$ (240,806.92)
 Summary		
Cash Balance at End of Period	\$ 1,953,665.77	\$ 1,953,665.77
Cash Balance at Beg. of Period	(2,137,011.85)	(2,193,437.69)
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Net Increase (Decrease) in Cash	\$ (183,346.08)	\$ (239,771.92)
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Kinneloa Irrigation District
Check Register
For the Period from May 1, 2022 to May 31 , 2022

Date	Check #	Payee	Amount	Description
5/9/22	10158	McMaster Carr	694.99	Maintenance/Repair Supplies
5/9/22	10159	McMaster Carr	256.00	Maintenance/Repair Supplies
5/9/22	10160	McMaster Carr	230.22	Maintenance/Repair Supplies
5/9/22	10161	McMaster Carr	225.04	Maintenance/Repair Supplies
5/9/22	10162	McMaster Carr	275.09	Maintenance/Repair Supplies
5/9/22	10163	ACWA-JPIA	7,840.36	Health Benefits - May
5/9/22	10164	All Car Specialists Inc.	4,251.99	Maintenance/Repair Contractor
5/9/22	10165	Applied Techology Group, Inc.	120.00	PWAG: Handheld Emergency Communication
5/9/22	10166	Aramark Uniform Services	84.34	Towel Service
5/9/22	10167	Clinical Lab of San Bernardino	24.00	Water Quality Analysis
5/9/22	10168	Cricket Consulting	90.00	SCADA Maintenance
5/9/22	10169	Underground Service Alert	16.60	Digalert
5/9/22	10170	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
5/9/22	10171	Foothill Municipal Water District	836.48	Administrative Fee
5/9/22	10172	Geotab USA, Inc	98.75	Vehicle Maintenance
5/9/22	10173	John Robinson Consulting, Inc.	600.00	Professional/Contract Services
5/9/22	10174	Red Supply	153.68	Holly Tunnel Maintenance Supplies
5/9/22	10175	Ultimate Cleaning Solutions, Inc.	90.00	Janitorial Service
5/9/22	10176	Utility Service Co., Inc.	5,429.10	Tank Maintenance
5/9/22	ETF5224	CA Public Employees Ret. Sys.	2,173.25	Unfunded Accrued Liability
5/9/22	ETF5224V	CA Public Employees Ret. Sys.	-2,173.25	Unfunded Accrued Liability
5/9/22	EFT5224	CA Public Employees Ret. Sys.	2,173.25	Unfunded Accrued Liability - Plan 27461
5/9/22	EFT5225	CA Public Employees Ret. Sys.	30.33	Unfunded Accrued Liability - Plan 971
5/9/22	EFT5226	Spectrum	349.92	Internet Service
5/9/22	EFT5227	VeriCheck, Inc.	150.29	E-check processing fees
5/10/22	EFT5228	CA Public Employees Ret. Sys.	7,012.70	KID & Employee Retirement Contributions
5/10/22	EFT5229	Streamline	200.00	Website Services
5/10/22	EFT5230	Umpqua Bank	2,823.12	Staff Credit Cards
5/15/22	EFT5231	Bernadette C. Allen	629.08	Salary
5/15/22	EFT5232	Arthur M. Aragon	1,746.89	Salary
5/15/22	EFT5233	Christopher A. Burt	2,741.34	Salary
5/15/22	EFT5235	Brian L. Fry	1,870.03	Salary
5/15/22	EFT5236	Melvin L. Matthews	4,187.20	Salary
5/15/22	EFT5237	Juan R. Tello	1,475.45	Salary
5/15/22	EFT5238	Melanie E. Timoteo	1,328.15	Salary
5/15/22	EFT5234	Michele M. Ferrell	2,027.85	Salary
5/15/22	EFT5239	Christopher A. Burt	300.00	Salary
5/15/22	EFT5240	Juan R.Tello	353.00	Salary
5/15/22	EFT5241	Automatic Data Processing, Inc.	6,978.47	Payroll taxes and withholdings
5/19/22	EFT5242	Automatic Data Processing, Inc.	106.98	Payroll Processing Fee
5/19/22	EFT5243	American Messaging Services	106.02	Pager Service
5/19/22	EFT5244	Arco Gaspro Plus	1,291.51	Fleet Vehicle Fuel

Kinneloa Irrigation District
Check Register
For the Period from May 1, 2022 to May 31, 2022

Date	Check #	Payee	Amount	Description
5/19/22	EFT5245	Athens Services	222.16	Trash Pickup
5/19/22	EFT5246	Century Business Solutions	15.00	Electronic Business Charge
5/19/22	EFT5247	Pasadena Municipal Services	2,091.89	Electricity - Wilcox Well (Pumping)
5/19/22	EFT5248	Southern California Edison Co.	12,371.18	Electricity - District (Pumping)
5/19/22	10181	Aramark Uniform Services	171.86	K.I.D. uniform shirts, jacket
5/19/22	10182	BrightView Landscape Services	1,603.61	Landscape Maintenance (All Facilities)
5/19/22	10183	Civiltec Engineering, Inc.	1,030.00	Engineering Services
5/19/22	10184	Calif. Utility Emergency Association	500.00	CUEA Annual Membership Dues
5/19/22	10185	CV Strategies	2,050.00	Communication / Outreach
5/19/22	10186	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
5/19/22	10187	Lagerlof, LLP	5,460.00	Legal Services
5/19/22	10188	McMaster Carr	54.25	Maintenance/Repair Supplies
5/19/22	10189	Pump Check	2,350.00	Pump Efficiency Testing
5/19/22	10190	Public Water Agencies Group	289.08	Monthly Emergency Preparedness Program
5/19/22	10191	McMaster Carr	541.18	Maintenance/Repair Supplies
5/19/22	10192	Western Water Works	1,342.41	Maintenance/Repair Supplies
5/26/22	EFT5249	AT&T Mobility	140.63	Telephone Service
5/26/22	EFT5250	Kinneloa Irrigation District CA	100,100.98	KID Escrow
5/26/22	10193	South Coast AQMD	143.88	Permits/Fees
5/26/22	10194	South Coast AQMD	143.88	Permits/Fees
5/26/22	10195	South Coast AQMD	143.88	Permits/Fees
5/26/22	10196	South Coast AQMD	143.88	Permits/Fees
5/26/22	10197	South Coast AQMD	143.88	Permits/Fees
5/26/22	10198	Christopher A. Burt	190.00	Water Certificate Reimbursement
5/26/22	10199	Melvin L. Matthews	60.90	Mileage Reimbursement
5/26/22	10200	South Coast AQMD	143.88	Permits/Fees
5/26/22	10201	Christopher A. Burt	190.00	Water Certificate Reimbursement
5/26/22	10202	Melvin L. Matthews	60.90	Mileage Reimbursement
5/26/22	10203	South Coast AQMD	143.88	Permits/Fees
5/26/22	10204	South Coast AQMD	143.88	Permits/Fees
5/26/22	10205	South Coast AQMD	143.88	Permits/Fees
5/26/22	10206	South Coast AQMD	143.88	Permits/Fees
5/27/22	10193V	South Coast AQMD	-143.88	Permits/Fees
5/27/22	10194V	South Coast AQMD	-143.88	Permits/Fees
5/27/22	10195V	South Coast AQMD	-143.88	Permits/Fees
5/27/22	10196V	South Coast AQMD	-143.88	Permits/Fees
5/27/22	10197V	South Coast AQMD	-143.88	Permits/Fees
5/27/22	10198V	Christopher A. Burt	-190.00	Water Certificate Reimbursement
5/27/22	10199V	Melvin L. Matthews	-60.90	Mileage Reimbursement
5/27/22	EFT5251	Automatic Data Processing, Inc.	101.77	Payroll Processing Fee
5/31/22	10207	Subeca, Inc.	102,465.00	Water Meters
5/31/22	EFT5252	Bernadette C. Allen	641.89	Salary

Kinneloa Irrigation District
Check Register
For the Period from May 1, 2022 to May 31 , 2022

Date	Check #	Payee	Amount	Description
5/31/22	EFT5253	Arthur M. Aragon	2,013.75	Salary
5/31/22	EFT5254	Stephen Brown	138.53	Salary
5/31/22	EFT5255	Christopher A. Burt	2,850.05	Salary
5/31/22	EFT5256	Michele M. Ferrell	2,603.45	Salary
5/31/22	EFT5257	Brian L. Fry	2,136.32	Salary
5/31/22	EFT5258	Gerrie G. Kilburn	138.53	Salary
5/31/22	EFT5259	Melvin L. Matthews	4,264.91	Salary
5/31/22	EFT5260	Juan R. Tello	1,992.46	Salary
5/31/22	EFT5261	Melanie E. Timoteo	1,576.16	Salary
5/31/22	EFT5262	Christopher A. Burt	300.00	Salary
5/31/22	EFT5263	Juan R.Tello	353.00	Salary
5/31/22	EFT5264	Automatic Data Processing, Inc.	8,441.08	Payroll Processing Fee
5/31/22	EFT5265	Century Business Solutions	424.81	Credit Card Processing Fees
	Total		<u>321,344.46</u>	

* Gap in check sequence:

ETF5224V Misprint
10193V Misprint
10194V Misprint
10195V Misprint
10196V Misprint
10197V Misprint
10198V Misprint
10199V Misprint

Credit Card Detail Umpqua Bank
May 2022
(Expenses incurred/billed in May and due/paid in June)

Acct. No.	Account Description	Additional Description	MM	CB	BF	MA	MF	JT	TOTAL
1505	House Tunnel Project								\$0.00
1511	Water Treatment Plant								\$0.00
1514	Computer/Office Equip.								\$0.00
5010	Maintenance Supplies	CB: Batteries, Screw Driver, Generator Battery BF: Half Block Concrete, Blue Marker Paint, MF: Concrete Cutter, Fasteners, Plugs JT: Hardware Tools, Gloves		\$476.74	\$28.65		\$189.74	\$131.57	\$826.70
5011	Materials for Install								\$0.00
5012	Safety Equipment								\$0.00
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	BF: Diamond Crystal Solar Naturals Water Softener Salt Crystals			\$1,446.29				\$1,446.29
5035	Vehicle Maintenance	BF: Quick Wax MF: Oil Change, New Tires on 2 Service Trucks			\$11.01		\$2,296.41		\$2,307.42
5036	Fuel								\$0.00
5030	Maintenance/Repair contractors	MF: Water Pump Repair					\$213.08		\$213.08
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info	MM: GoDaddy	\$143.88						\$143.88
6035	Office/Computer Supplies	MA: Paper, Office Chair, Gloves, Storage Bins, Bathroom Supplies,	\$506.50			\$1,065.30			\$1,571.80
6036	Postage/Delivery	MA: Stamps				\$580.00			\$580.00
6040	Professional Dues								\$0.00
6050	Telephone	MM: Alert Communications	\$75.00						\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service								\$0.00
6059	Computer/Software Maint.	MM: Dell Business Online	\$1,159.73						\$1,159.73
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$1,885.11	\$476.74	\$1,485.95	\$1,645.30	\$2,699.23	\$131.57	\$8,323.90

General Manager's Report for the Board of Directors Meeting on June 21, 2022

I. Customer Account Information and Internet Usage

A. Customer Accounts –

Active accounts: 590
 Delinquent accounts receiving late charges: 21
 Accounts shut off for non-payment: None

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
June 2021	\$16,933.11	\$2,091.84	\$783.73	\$0.00	\$19,808.68
July 2021	\$34,129.88	\$2,694.38	\$1,134.17	653.89	\$38,612.32
August 2021	\$17,411.06	\$1,756.57	\$373.22	\$0.00	\$19,540.85
September 2021	\$32,036.26	\$2,380.03	\$0.00	\$0.00	\$34,416.29
October 2021	\$33,896.61	\$4,370.85	\$631.32	\$0.00	\$38,898.78
November 2021	\$19,367.43	\$2,756.78	\$553.36	\$313.14	\$22,990.71
December 2021	\$20,857.23	\$3,390.27	\$292.56	\$313.14	\$24,853.20
January 2022	\$23,194.52	\$1,157.57	\$509.67	\$6.61	\$24,868.37
February 2022	\$14,806.91	\$1,385.73	\$0.00	\$6.61	\$16,199.25
March 2022	\$15,564.59	\$1,186.55	\$0.00	\$0.00	\$16,751.14
April 2022	\$42,134.95	\$2,164.16	\$0.00	\$0.00	\$44,299.11
May 2022	\$37,690.81	\$4,369.82	\$642.51	\$0.00	\$42,703.14

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
June 2021	262	1,409	109	\$26,067.48
July 2021	251	1,217	120	\$34,674.20
August 2021	374	1,682	105	\$34,635.70
September 2021	291	1,424	115	\$36,546.23
October 2021	287	1,111	114	\$34,577.62
November 2021	301	1,352	116	\$31,969.58
December 2021	380	1,620	113	\$26,972.98
January 2022	327	1,488	118	\$28,429.94
February 2022	442	2,587	106	\$18,909.23
March 2022	493	2,684	122	\$28,872.00
April 2022	713	2,475	113	\$30,154.69
May 2022	552	2,280	107	\$26,117.40

II. General Manager’s Projects and Activities

- A. Advanced Meter Infrastructure (AMI) Project – As of this meeting the total installations are 460 out of the 590 active accounts. The remaining installations will be completed as quickly as possible as materials are received.
- B. Customer Outreach Project – The summer newsletter is being prepared.
- C. Brown-Glen Pipeline Improvement Project – Final plans and specifications are being prepared.
- D. Activities/Meetings/Webinars/Conferences*
 - 1. KID Staff Meetings
 - 2. KID Board Meetings
 - 3. FMWD Board Meeting
 - 4. LAFCO Board Meeting
 - 5. FMWD Budget Workshop
 - 6. FMWD Drought Messaging Meeting
 - 7. ACWA Spring Conference
 - 8. ACWA JPIA Board Meeting
 - 9. FMWD Finance Committee Meeting
 - 10. FMWD Manager’s Meeting
 - 11. PWAG Emergency Management Coordinator at the KID
 - 12. Meeting with Kurtis Lee regarding Fluoride variance
 - 13. PWAG Quarterly Meeting

* Organization Acronyms:

- ACWA – Association of California Water Agencies
- ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority
- CSDA – California Special Districts Association
- CUEA – California Utilities Emergency Association
- FMWD – Foothill Municipal Water District
- KID – Kinneloa Irrigation District
- LAFCO – Local Agency Formation Commission of Los Angeles County
- PWAG – Public Water Agencies Group
- RBMB – Raymond Basin Management Board
- RCAC – Rural Community Assistance Corporation
- SCADA – Supervisory Control and Data Acquisition System
- SMVA – Sierra Madre Villa Avenue

III. Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
3	1	0	0	6	

* Customer service includes requests for water shutoff to facilitate customer plumbing repairs, inquiries about water bills, requests for leak checks and general questions.

- B. Capital Improvement, Facilities Improvement, Maintenance and Repair Projects**
1. House Tunnel Pipeline repair (Completed) (MR)*
 2. System Maps Update (In Progress) (EP, OPS)
 3. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
 4. Advanced Meter Infrastructure (In Progress) (CIP, OPS)
 5. Truck replacement – Replace one pickup truck that is 23 years old (CIP)

*Project Categories

CIP – Capital improvement or replacement of equipment or facilities at end of useful life

EP – Emergency preparedness

OPS – Operational improvement

MR – Maintenance and repair

IV. Water Supply Summary as of April for the Watermaster Year 2021-2022

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	41
Prior Year Carryover	52	Far Mesa	28
Less Temporary 30% Reduction in Water Rights	-155	Delores	5
Leases/Exchanges	207	House	4
Prior Year Spreading	77	Holly High/Low	30
Short Term Storage	45		
Current Year Spreading	0		
Total Allowable Extractions	742		
Less Water Extracted YTD This Watermaster Year	-542	Year to Date Tunnel Production	108
Remaining Allowable Groundwater Extractions through June 2022	200	Remaining Estimated Tunnel Production through June 2022	24
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2022)		224 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2022		-100 Acre Feet	
Estimated Surplus Water through June 2022*		124 Acre Feet	

* This is the forecasted surplus water available for sale in the current year and/or carryover to the next Watermaster year which starts on July 1 subject to the carryover limits established by the Raymond Basin Management Board. Regarding the available surplus water, we will maximize the carryover to the next year and deliver the balance of the forecasted surplus water (if any) to the City of Pasadena. In the 2020-2021 year, 103 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2021-2022 and 45 Acre-Feet were put into our short-term storage account. Although we may lease additional pumping rights from another agency with surplus pumping rights, this is not considered a guaranteed source of supply since it is subject to negotiation. In addition to the available water, the KID has 767 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made to supplement allowable extractions. However, since KID staff considers long-term storage to be an emergency supply, we do not plan to use or sell this water now.



New Drought Requirements for Small Water Suppliers



Senate Bill Number 552 (SB 552)

Signed in September 2021, [SB 552](#) introduces and summarizes the new responsibilities and requirements for state and local government (counties and small water suppliers) in preparation of a water shortage event.

Scope of SB 552

Under SB 552, state and local governments will share the responsibility in preparing and acting in the case of a water shortage event. The new law outlines basic steps for small water suppliers, county governments, California Department of Water Resources, and the State Water Board to implement more proactive drought planning and impact prevention and to be better prepared for future water shortage events.

What does SB 552 require from Small Water Suppliers?

SB 552 considers several categories of small water suppliers: those suppliers with 15 to 999 connections, those with 1,000 to 2,999 connections inclusive, and non-transient non-community (NTNC) water systems that are schools (see Table 1).

Table 1. Requirements for Small Water Suppliers by Size, per SB 552

Summary of Requirement	Community Water Systems 1,000-2,999 connections	Community Water Systems 15-999 connections	NTNC Water System Schools
Drought Resiliency Measures	Yes	Yes	Yes
Abridged Water Shortage Contingency Plan	Yes	No	Yes
Drought Element added to Emergency Notification or Response Plan	No	Yes	No
Annual reporting of water supply condition information to the State Water Board	Yes	Yes	Yes
Annual water demand reporting to the State Water Board	Yes	Yes	Yes

For more information about the State’s Drought Response and Assistance, please visit: drought.ca.gov.

Small Water Suppliers with 15-2,999 connections + NTNC schools

New Annual Reporting Requirements

All small water suppliers (community water systems with 15-2,999 connections) and non-transient non-community water systems that are schools (NTNC schools) must report water supply condition, production, and demand information to the State Board annually.

Implement drought resiliency measures, subject to funding availability

- Detect production well groundwater levels - *January 1, 2023*
- Mutual aid organization membership - *January 1, 2023*
- Continuous operation during power failures - *January 1, 2024*
- Backup source of water supply or a water system intertie - *January 1, 2027*
- Meter each service connection and monitor water loss - *January 1, 2032*
- Meet fire flow requirements - *January 1, 2032*

Water Shortage Contingency Planning

1,000-2,999 connections + NTNC schools: Small water suppliers serving 1,000 to 2,999 service connections and NTNC schools must develop and maintain a Water Shortage Contingency Plan that includes specified drought-planning elements no later than July 1, 2023. Suppliers must prepare an updated plan every five years thereafter. The State Water Board and Department of Water Resources are preparing a template for the water shortage contingency plan for small suppliers by December 31, 2022. Required plan elements include:

- Specified drought planning contacts
- Water shortage levels corresponding to water supply conditions
- Triggering mechanisms to acknowledge water shortage levels
- Response actions to address each of the shortage levels

15-999 connections: Small water suppliers serving 15-999 service connections must incorporate drought planning elements (including, but not limited to, drought-planning contacts and standard water shortage levels) into their Emergency Notification Plan (ENP) or Emergency Response Plan (ERP).

Resources

Tools, updates, events and other resources are available here:

<https://water.ca.gov/Programs/Water-Use-And-Efficiency/SB552>

Contact: drought@waterboards.ca.gov

For more information about the State's Drought Response and Assistance, please visit: drought.ca.gov.

KINNELOA IRRIGATION DISTRICT WATER CONSERVATION PROGRAM

GENERAL STATEMENT

Due to the water supply conditions prevailing within the Kinneloa Irrigation District (KID) and/or conditions and availability of imported water supplies, the general welfare requires that:

- The water resources available to KID be put to the maximum beneficial use;
- The waste or unreasonable use, or unreasonable method of use of water be prevented;
- The conservation of such water be practiced with a view to the reasonable and beneficial use thereof in the interest of the customers of KID and for the public health and safety.

The purpose of this program is to provide water conservation regulations, in a phased approach, to minimize the effect of a shortage of water supplies on the customers of KID during various critical stages of a water shortage.

NORMAL WATER CONSERVATION

Normal water conservation practices will be in effect at all times. The KID Board of Directors has adopted the following measures for existing and new water users within KID to reduce consumption and prohibit water waste in order to sustain water supply reliability.

Prohibited Use Applicable to Existing and New Customers

- 1. Water hose usage:** Hose washing of sidewalks, walkways, driveways, parking areas, tennis courts, patios, porches or other paved areas shall not be permitted. Exceptions: Flammable or other dangerous substances may be disposed of by direct hose flushing by public safety officers for the benefit of public health and safety; Schools and other businesses that are required to hose down public eating areas.
- 2. Overspray and runoff:** Use of water for any purpose which results in overspray, excessive runoff onto hardscapes, driveways, streets, adjacent lands or into gutters shall not be permitted.
- 3. Fountains, similar structures and swimming pools:** Use of water to clean, fill or maintain levels in decorative fountains, similar structures and swimming pools shall not be permitted unless they have a recirculation system.
- 4. Leaks:** Leaks from any facility both inside and outside of a customer's premises must be repaired promptly after the customer is notified of, or discovers a leak. Failure to repair any leak shall subject the customer to all waste of water penalties provided herein.

- 5. Irrigating times:** No watering, sprinkling or irrigating shall take place between the hours of nine a.m. (9:00AM) and six p.m. (6:00PM) in any landscaped or vegetated areas, including, but not limited to, grass, lawn, groundcover, shrubbery, annual and perennial plants, crops, trees, and California-friendly plantings, except for very short periods of time for the express purpose of adjusting or repairing an irrigation system.
- 6. Hand watering:** Hand watering of non-turf areas is allowed using a hose with a shut-off nozzle or watering can.
- 7. Windy and rainy days:** No watering, sprinkling or irrigating shall take place on days when the wind is causing overspray or when it is raining.
- 8. Vehicle washing:** The washing of automobiles, trucks, trailers, motorhomes, boats, buses, airplanes and other types of equipment shall be done with a bucket or using a hose with a shut-off nozzle. Vehicle washing may be done with recycled water or by a commercial car wash using recycled water.
- 9. Swimming pools:** Owners of outdoor swimming pools, wading pools or spas are requested to use covers to minimize the evaporation of water when pools/spas are not in use.
- 10. Construction water:** Water for construction purposes including but not limited to de-brushing of vacant land, compaction of fills and pads, trench backfill and other construction uses, shall be used in an efficient manner which will not result in runoff.
- 11. Fire hydrants:** The use of potable water from fire hydrants shall be limited to firefighting related activities or other activities immediately necessary to maintain the health, safety, and welfare of the residents.
- 12. Reporting waste of water:** The District shall maintain a program for residents to report waste of water throughout the District boundaries. Residents are requested to report any observed waste of water from surrounding properties or in the community and report to the District for follow-up.
- 13. New development or remodeling of existing properties:** All landscape must be in accordance with the permitting agency's landscape ordinance. If the permitting agency does not have a landscape ordinance, the customer shall submit the Water Efficient Landscape Worksheet for review and approval as required by The California Code of Regulations Title 23, Division 2, Chapter 2.7, the Model Water Efficient Landscape Ordinance section 492.1.

WATER CONSERVATION TIPS

Kinneloa Irrigation District urges its customers to rethink the way we use water on a daily basis. By following these water-saving tips, you can help save water every day:

Laundry Room

- Use the washing machine for full loads only to save water and energy.
- Install a water-efficient clothes washer and save up to 16 gallons/load.
- Wash dark clothes in cold water to save water and energy and help clothes retain their color.

Kitchen

- Install aerators on the kitchen faucet to reduce flows to less than 1 gallon per minute.
- Don't let the water run when washing dishes by hand. Fill one basin with wash water and the other with rinse water.
- Soak pots and pans instead of letting the water run while you scrape them clean.
- Install a water- and energy-efficient dishwasher and save 3 to 8 gallons/load.
- Cut back on rinsing dishes. Newer dishwashers clean more thoroughly than older ones.
- Run the dishwasher only when full to save water and energy. Newer dishwashers typically use less water than washing dishes by hand.
- Use the garbage disposal sparingly. Instead, compost vegetable food waste and save gallons every time.
- Wash your fruits and vegetables in a pan of water instead of running water from the tap.
- Collect the water you use while rinsing fruits and vegetables. Use it to water house plants.
- Don't use running water to thaw food. Defrost food in the refrigerator.
- Keep a pitcher of drinking water in the refrigerator instead of running the tap.
- Cook food in as little water as possible. This also helps it retain more nutrients.
- Select the proper pan size for cooking. Large pans may require more cooking water than necessary.
- Don't toss accidentally dropped ice cubes in the sink. Drop them in a house plant instead.

Bathroom

- Install low-flow shower heads.
- Take five-minute showers instead of 10-minute showers and save 12.5 gallons.
- Fill the bathtub halfway or less and save 12 gallons.
- Plug the bathtub before turning on the water and adjust the temperature as the tub fills.
- Install aerators on bathroom faucets and save 1.2 gallons per person/day.
- Turn water off when brushing teeth or shaving and save approximately 10 gallons/day.
- Install a high-efficiency toilet and save 19 gallons per person/day.
- Don't use the toilet as a wastebasket.
- Be sure to test your toilet for leaks at least once a year.
- Put food coloring in your toilet tank. If it seeps into the bowl without flushing, there's a leak. Fix it and start saving gallons.
- Consider buying a dual-flush toilet. It has two flush options: a half-flush for liquid waste and a full-flush for solid waste.
- Plug the sink instead of running the water to rinse your razor and save up to 300 gallons a month.
- Turn off the water while washing your hair and save up to 150 gallons a month.
- Turn the water off while you lather when washing your hands.
- Take a (short) shower instead of a bath. A bathtub can use up to 70 gallons of water.

Outdoors

50% or more of the water we use daily goes on lawns and outdoor landscaping. There are lots of ways to save water at home, but reducing the water you use outdoors can make the biggest difference of all. Here are a few easy ways to change the way you use water outside your home.

- Water early in the morning or later in the evening when temperatures are cooler. Save: 25 gallons/each time you water.
- Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street. Save: 15-12 gallons/each time you water.
- Choose a water-efficient irrigation system such as drip irrigation for your trees, shrubs, and flowers. Save: 15 gallons/each time you water.
- Water deeply but less frequently to create healthier and stronger landscapes.

- Put a layer of mulch around trees and plants to reduce evaporation and keep the soil cool. Organic mulch also improves the soil and prevents weeds. Save: 20-30 gallons/each time you water/1,000 sq. ft.
- Plant drought-resistant trees and plants. Save: 30- 60 gallons/each time you water/1,000 sq. ft.
- Don't Overwater. Learn how much water your landscaping actually needs in order to thrive.
- Invest in a weather-based irrigation controller—or a smart controller. These devices will automatically adjust the watering time and frequency based on soil moisture, rain, wind, and evaporation and transpiration rates.

WATER CONSERVATION ALERT SYSTEM

When voluntary water conservation measures by our customers do not produce the required or necessary reduction in water use, a water conservation alert system may be implemented by direction of the General Manager. If the alert system is implemented, the following measures to reduce water consumption shall be required for all water users within KID.

- a. Color Code **“Blue”** is defined as the Normal Water Conservation Alert. Standard water conservation applies as defined in this Appendix L of the Rules and Regulations.
- b. Color Code **“Green”** is defined as an Increased Voluntary Conservation Alert. Customers shall increase efforts to conserve by following strict water conservation practices indoors and limiting outdoor water use.
- c. Color Code **“Yellow”** is defined as an Extraordinary Conservation Alert. Customers shall minimize indoor water use and shall water outdoors no more than three (3) days per week and no more often than every other day nor during the hours between 9:00 a.m. and 6:00 p.m.
- d. Color Code **“Orange”** is defined as a Rationing Conservation Alert. Customers are required to minimize indoor water use and severely limit outdoor water use as follows:
 1. Residential and commercial landscape irrigation is limited to no more than two (2) days per week and no more often than every third day nor during the hours between 9:00 a.m. and 6:00 p.m.
 2. The filling, refilling or adding of water to indoor and outdoor pools, wading pools, or spas is prohibited except to maintain levels. However, the District strongly urges that a cover be used to prevent evaporation and thereby reducing the frequency of refilling.
 3. The use of water to clean, maintain, fill, or refill decorative fountains or similar structures is prohibited except to maintain levels. However, the District strongly urges that use of these structures be discontinued.
 4. Vehicle washing is restricted to the use of a hand-held bucket and quick rinses using a hose with a shut-off nozzle. The District encourages customers to use recycled water or a commercial car wash that uses recycled water.
 5. Customers shall fix leaks within 48 hours upon notification or observation of the leak.

- e. Color Code “**Red**” is defined as a Critical Water Conservation Alert, when water supplies are only available for health and safety needs. Customers are required to minimize indoor water use and curtail all outdoor water use and fix any leaks within 24 hours.

Notification of the Water Conservation Alert System status on any given day shall be posted on the District’s Internet site at <http://www.kinneloairrigationdistrict.info> and other means at the discretion of the General Manager.

RESOLUTION 2022-06-21b

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KINNELOA IRRIGATION DISTRICT
CHANGING THE WATER CONSERVATION ALERT CODE DUE TO SEVERE DROUGHT
CONDITIONS AND THE DISTRICT'S AVAILABLE WATER SUPPLY**

WHEREAS this District has previously approved Revision 12 of the *Rules and Regulations*; and

WHEREAS the *Rules and Regulations* contain the District's *Water Conservation Program*; and

WHEREAS severe drought conditions are expected to continue for the foreseeable future and the State Water Resources Control Board may adopt emergency regulations to reduce water use; and

WHEREAS the District has a limited available water supply and wants to reduce water usage.

NOW THEREFORE, IT IS RESOLVED that the Water Conservation Alert Code be changed from "**yellow**" (Extraordinary Conservation Alert) to "**orange**" (Rationing Conservation Alert)

PASSED, APPROVED AND ADOPTED THIS TWENTYFIRST DAY OF JUNE, 2022.

SIGNED: _____
Chair

ATTEST: _____
Secretary