

KINNELOA IRRIGATION DISTRICT

Regular Meeting – Board of Directors
1999 Kinclair Drive, Pasadena, CA 91107
Tuesday, April 20, 2021
3:00 P.M.

AGENDA

This meeting will be conducted only by teleconference under the provisions of Executive Order N-29-20. Public comments may be 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 via computer or telephone using the following information:

<https://us02web.zoom.us/j/85823718385?pwd=WDDmdm9CNU5qZ1FHTVZsUTM0VU5VUT09>

+1 669 900 9128

Meeting ID: 858 2371 8385

Passcode: 647890

1. **CALL TO ORDER** – 3:00 P.M.
 - 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
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)

3. **REVIEW OF MINUTES** – March 16, 2021
Recommended Action: Review and approve motion to file

4. **REVIEW OF FINANCIAL REPORTS** – March 31, 2021
Recommended Action: Review and approve motion to file

5. **GENERAL MANAGER'S REPORT** – Information item presented by the General Manager
Recommended Action: General Manager to summarize the report and respond to questions

6. **DIVISION 2 DIRECTOR** – Discussion on filling the vacancy
Recommended Action: Board to fill the vacancy by appointment for the remainder of the term or to wait for the results of the November 2021 general election.

7. **COVID-19** –
 - a. Latest coronavirus statistics and information regarding County of Los Angeles, state and CDC requirements and guidelines for returning to normal operations
 - b. Status of District operations and return to work policy
 - c. Discussion on when to resume in-person meetings, whether to continue video conference meetings or a hybrid approach where directors and the public can choose the participation method*Recommended Action: Provide direction to the General Manager in scheduling future meetings in compliance with the Brown Act, Executive Order N29-20 and local regulations*

8. INFORMATION ITEMS –

- a. Executive Education in Public Policy – Course completion by General Manager
- b. ACWA JPIA Rate Stabilization Fund Report – Premium refund
- c. Introduction of Krystle Barba, the District’s new Administrative Assistant

9. DIRECTOR REPORTS AND/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.

10. CALENDAR – May 18, 2021 June 15, 2021 July 20, 2021

11. 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://kinneloairrigationdistrict.info>.

KINNELOA IRRIGATION DISTRICT

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Tuesday, March 16, 2021, 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 stated in the agenda, there was no public location for attending the meeting in person, however the public was provided with alternative methods of listening or participating via telephonically or by videoconference

DIRECTORS PRESENT: Zoom teleconference/videoconference (Zoom): Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz

DIRECTORS ABSENT: None

STAFF PRESENT: Zoom: General Manager Melvin Matthews & Office Manager Martin Aragon

PUBLIC PRESENT: Stephen Brown

- 1. CALL TO ORDER:** Director/Chair Gordon Johnson called the meeting to order at 3:00 P.M. and called the roll. A quorum of Board Members was present. The agenda was reviewed.
- 2. PUBLIC COMMENT:** There was no comment.
- 3. REVIEW OF MINUTES:**

February 16, 2021 – It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to approve minutes with appropriate edits for filing. Replace “agendum” with “outline” and remove “Based upon the discussions and comments during the January 26 2021 Board Meeting, an effort will be made to define the future direction of the District.” A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
- 4. REVIEW OF FINANCIAL REPORTS:** Director Dave Moritz reviewed the Financial Reports. It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to approve Financial Reports for filing. A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
- 5. GENERAL MANAGER’S REPORT:** General Manager presented monthly report.
- 6. UPDATE ON EMERGENCY PREPAREDNESS PLAN:** It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to establish an Emergency Preparedness ad hoc committee led by Tim Eldridge and Dave Moritz. A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.

KINNELOA IRRIGATION DISTRICT

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MINUTES

7. **SIERRA MADRE VILLA AND VILLA HEIGHTS WATER MAIN IMPROVEMENT PROJECT:** It was motioned by Tim Eldridge and Seconded by Gerrie Kilburn to award the contract to Big Ben Engineering in the amount of \$352,442.00. A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
8. **RESIGNATION OF DIVISION 2 DIRECTOR:** It was motioned by Gerrie Kilburn and seconded by Tim Eldridge to post and mail out Notice of Vacancy to Division 2 residents with a closing application date of April 5, 2021. A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
9. **APPOINTMENT OF BOARD CLERK:** It was motioned by Tim Eldridge and seconded by Gerrie Kilburn to appoint Martin Aragon to Board Clerk. A roll call vote was taken. Directors Tim Eldridge, Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
10. **ELECTION OF KINNELOA IRRIGATION DISTRICT BOARD SECRETARY:** It was motioned by Dave Moritz and seconded by Gerrie Kilburn to appoint Tim Eldridge as Board Secretary. A roll call vote was taken. Directors Gordon Johnson, Gerrie Kilburn and Dave Moritz all voted Aye.
11. **LOS ANGELES COUNTY REDEVELOPMENT OVERSIGHT BOARD NO. 5 – ELECTION APPOINTMENT:** Tim Eldridge directed Melvin Matthews to certify that he, Gerrie Kilburn and Dave Moritz voted unanimously for Gordon Johnson on the ballot.
12. **DIRECTOR REPORTS AND/OR COMMENTS:** No Comments
13. **CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code §54954.5 (E):** Title: General Manager
14. **OPEN SESSION – REPORT ON CLOSED SESSION**

The meeting was adjourned at 4:00 pm.
Prepared and submitted by,

Martin Aragon
Office Manager/Acting Board Clerk

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Kinneloa Irrigation District
Income Statement for the Three Months Ending March 31, 2021

	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	141,025.24	112,000.00	29,025.24	369,652.37	336,000.00	33,652.37
4015 Wholesale Water Sales	10,952.01	0.00	10,952.01	58,033.60	0.00	58,033.60
4020 Service/Installation Charges	579.96	833.33	(253.37)	1,403.35	2,499.99	(1,096.64)
4035 Interest-Reserve Fund	669.02	1,250.00	(580.98)	1,478.32	3,750.00	(2,271.68)
4036 Unrealized Gain(Loss)-CalTRU	(1,266.94)	2,083.33	(3,350.27)	(3,645.61)	6,249.99	(9,895.60)
Total Revenues	151,959.29	116,166.66	35,792.63	426,922.03	348,499.98	78,422.05
Expenses						
5000 Leased Water Rights	0.00	0.00	0.00	63,135.00	63,135.00	0.00
5005 Electricity	10,537.51	10,000.00	537.51	36,620.58	30,000.00	6,620.58
5010 Maintenance/Repair Supplies	3,738.06	2,500.00	1,238.06	9,601.09	7,500.00	2,101.09
5011 Material and Labor for Install	0.00	833.33	(833.33)	0.00	2,499.99	(2,499.99)
5012 Safety Equipment	656.24	133.33	522.91	1,251.26	399.99	851.27
5015 Operations Labor	21,336.84	21,208.33	128.51	59,949.40	63,624.99	(3,675.59)
5016 Operations OT	1,110.72	1,291.67	(180.95)	3,663.90	3,875.01	(211.11)
5020 Stand-by Compensation	1,200.00	915.00	285.00	2,670.00	2,745.00	(75.00)
5022 Training/Certification	0.00	133.33	(133.33)	0.00	399.99	(399.99)
5025 Water Treatment/Analysis	424.00	1,833.33	(1,409.33)	4,634.10	5,499.99	(865.89)
5030 Maintenance/Repair Contractors	16,316.03	11,666.67	4,649.36	35,442.46	35,000.01	442.45
5034 Equipment Maintenance	7,540.41	1,666.67	5,873.74	9,693.89	5,000.01	4,693.88
5035 Vehicle Maintenance	1,773.43	1,250.00	523.43	8,571.95	3,750.00	4,821.95
5036 Fuel	2,200.64	1,666.67	533.97	3,885.49	5,000.01	(1,114.52)
5045 Insurance-Workers Comp.	3,318.42	5,000.00	(1,681.58)	3,318.42	5,000.00	(1,681.58)
5046 Insurance-Liability	1,387.46	1,333.33	54.13	4,162.38	3,999.99	162.39
5048 Insurance-Property	196.04	208.33	(12.29)	588.12	624.99	(36.87)
5049 Insurance-Medical	7,608.49	8,604.17	(995.68)	22,825.47	25,812.51	(2,987.04)
6000 Engineering Services	0.00	3,958.33	(3,958.33)	1,100.00	11,874.99	(10,774.99)
6005 Watermaster Services	870.08	1,000.00	(129.92)	2,610.24	3,000.00	(389.76)
6015 Administrative Salary	12,063.48	13,216.67	(1,153.19)	36,190.44	39,650.01	(3,459.57)
6017 Administrative Travel	21.22	250.00	(228.78)	21.22	750.00	(728.78)
6020 Board Compensation	300.00	700.00	(400.00)	1,650.00	2,100.00	(450.00)
6021 Administrative & Board Exp.	0.00	83.33	(83.33)	0.00	249.99	(249.99)
6024 Customer/Public Info. Prog.	200.00	166.67	33.33	600.00	500.01	99.99
6025 PERS - KID	3,808.09	3,500.00	308.09	10,556.28	10,500.00	56.28
6030 Social Security - KID	2,860.65	2,833.33	27.32	8,126.80	8,499.99	(373.19)
6031 Medicare - KID	669.04	666.67	2.37	1,900.67	2,000.01	(99.34)
6035 Office/Computer Supplies	222.26	583.33	(361.07)	1,122.59	1,749.99	(627.40)
6036 Postage/Delivery	352.43	416.67	(64.24)	1,031.95	1,250.01	(218.06)
6040 Professional Dues	535.24	1,250.00	(714.76)	1,605.72	3,750.00	(2,144.28)
6045 Legal Services	289.08	1,250.00	(960.92)	1,742.24	3,750.00	(2,007.76)
6050 Telephone	314.94	375.00	(60.06)	772.83	1,125.00	(352.17)
6051 Mobile Telephone	21.20	41.67	(20.47)	63.60	125.01	(61.41)
6052 Pagers	34.99	41.67	(6.68)	104.97	125.01	(20.04)
6053 Internet Service	99.98	83.33	16.65	187.62	249.99	(62.37)

Kinneloa Irrigation District
Income Statement for the Three Months Ending March 31, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
6059 Computer Software Maintenance	3,133.21	1,000.00	2,133.21	3,921.57	3,000.00	921.57
6061 Office Equipment Maintenance	0.00	83.33	(83.33)	0.00	249.99	(249.99)
6070 Office & Accounting Labor	10,803.16	10,479.17	323.99	28,977.91	31,437.51	(2,459.60)
6075 Professional/Contract Services	2,010.11	2,333.33	(323.22)	6,272.91	6,999.99	(727.08)
6080 Administrative Fees	1,036.66	1,036.67	(0.01)	3,027.05	3,110.01	(82.96)
6081 Permits/Fees	398.40	1,250.00	(851.60)	1,045.20	3,750.00	(2,704.80)
6086 Taxes - Sales/Use	0.00	291.67	(291.67)	0.00	875.01	(875.01)
6120 Bank Service Charges	796.58	750.00	46.58	2,612.27	2,250.00	362.27
Total Expenses	120,185.09	117,885.00	2,300.09	385,257.59	406,790.00	(21,532.41)
Net Income	31,774.20	(1,718.34)	33,492.54	41,664.44	(58,290.02)	99,954.46
Other Expenditures						
1504 Water Mains	1,944.00	0.00	1,944.00	1,944.00	0.00	1,944.00
1511 Water Treatment Plant	774.61	500.00	274.61	774.61	1,500.00	(725.39)
1512 Water Meters	3,379.62	1,666.67	1,712.95	3,379.62	5,000.01	(1,620.39)
1514 Computer/Office Equipment	602.20	416.67	185.53	602.20	1,250.01	(647.81)
Total Other Expenditures	6,700.43	2,583.34	4,117.09	6,700.43	7,750.02	(1,049.59)
Total Increase or (Drawdown)	25,073.77	(4,301.68)	29,375.45	34,964.01	(66,040.04)	101,004.05

Kinneloa Irrigation District

Balance Sheet as of March 31, 2021

ASSETS

Current Assets

1010	Checking-Wells Fargo Bank	\$ 534,541.95
1012	Reserve Fund-LAIF	127,916.83
1014	Reserve Fund-CalTRUST	1,761,811.05
1016	Accrued Interest-LAIF	189.21
1100	Accts. Receivable-Water Sales	16,284.83
1102	Accts. Receiv.-Wholesale Water	17,342.28
1113	Employee Loans	150.50
1190	Allowance for Bad Debts	(771.48)
1200	Inventory	20,000.00
1340	Accrued Water Sales	153,730.57
1350	Prepaid Insurance	7,366.44
1360	Prepaid Expenses	9,875.90

Total Current Assets

2,648,438.08

Property and Equipment

1501	Water Rights	52,060.41
1503	Land Sites	96,700.08
1504	Water Mains	3,586,462.10
1505	Water Tunnels	729,074.60
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	204,228.17
1512	Water Meters	122,115.15
1513	Electrical/Electronic Equip.	256,918.72
1514	Computer/Office Equipment	74,980.40
1515	Vehicles & Portable Equipment	308,656.75
1516	Water Company Facilities	104,222.20
1517	KID Office	54,741.36
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
1523	Constr. in Progress-Vosburg	53,875.00
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	(5,602,579.76)

Total Property and Equipment

5,180,042.62

Other Assets

1901	PERS-Deferred Outflows	93,686.00
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Total Assets

\$ 7,922,166.70

Kinneloa Irrigation District
Balance Sheet as of March 31, 2021

LIABILITIES AND CAPITAL

Current Liabilities

2000	Accounts Payable	\$ 35,230.37	
2272	Job Deposits	6,750.00	
2275	Deposits-Water Customers	255.02	
2290	Accrued Vacation	18,854.60	
	Total Current Liabilities		61,089.99

Long-Term Liabilities

2400	Installment Purchase Agreement	1,594,609.63	
2801	PERS- Net Liability	336,022.93	
2901	PERS- Deferred Inflows	35,841.00	
	Total Long-Term Liabilities		1,966,473.56
	Total Liabilities		2,027,563.55

Capital

3040	Fund Balance	5,852,938.71	
	Net Income	41,664.44	
	Total Capital		5,894,603.15
	Total Liabilities & Capital		\$ 7,922,166.70

Kinneloa Irrigation District
Statement of Cash Flow
For the Three Months Ended March 31, 2021

	Current Month	Year to Date
Cash Flows from Operating Activities		
Net Income	\$ 31,774.20	\$ 41,664.44
<i>Adjustments to reconcile net income to net cash provided by operating activities</i>		
1100 Accts. Receivable-Water Sales	16,273.87	15,197.15
1102 Accts. Receiv.-Wholesale Water	12,397.03	(17,342.28)
1113 Employee Loans	50.19	150.57
1340 Accrued Water Sales	(32,990.85)	37,143.97
1350 Prepaid Insurance	1,583.50	4,750.50
1360 Prepaid Expenses	3,844.54	11,533.62
2000 Accounts Payable	11,294.68	(728.57)
2272 Job Deposits	0.00	3,150.00
	12,452.96	53,854.96
Total Adjustments	12,452.96	53,854.96
Net Cash Provided by Operations	44,227.16	95,519.40
Cash Flows from Investing Activities		
<i>Used for</i>		
1504 Water Mains	(1,944.00)	(1,944.00)
1511 Water Treatment Plant	(774.61)	(774.61)
1512 Water Meters	(3,379.62)	(3,379.62)
1514 Computer/Office Equipment	(602.20)	(602.20)
	(6,700.43)	(6,700.43)
Net Cash Used in Investing	(6,700.43)	(6,700.43)
Cash Flows from Financing Activities		
<i>Proceeds from</i>		
<i>Used for</i>		
2801 PERS- Net Liability	(1,732.49)	(5,197.47)
	(1,732.49)	(5,197.47)
Net Cash Used in Financing	(1,732.49)	(5,197.47)
Net Increase (Decrease) in Cash	\$ 35,794.24	\$ 83,621.50
Summary		
Cash Balance at End of Period	\$ 2,424,459.04	\$ 2,424,459.04
Cash Balance at Beg. of Period	(2,388,664.80)	(2,340,837.54)
	(2,388,664.80)	(2,340,837.54)
Net Increase (Decrease) in Cash	\$ 35,794.24	\$ 83,621.50

Kinneloa Irrigation District
Check Register
For the Period from March 1, 2021 to March 31, 2021

Date	Check #	Payee	Amount	Description
3/15/21	EFT4667	Bernadette C. Allen	484.36	Salary
3/15/21	EFT4668	Arthur M. Aragon	1,624.30	Salary
3/15/21	EFT4669	Joel D. Bundy	1,695.24	Salary
3/15/21	EFT4670	Christopher A. Burt	1,903.95	Salary
3/15/21	EFT4671	Michele M. Ferrell	2,467.10	Salary
3/15/21	EFT4672	Brian L. Fry	1,617.56	Salary
3/15/21	EFT4673	Melvin L. Matthews	3,973.13	Salary
3/15/21	EFT4674	Juan R. Tello	1,729.66	Salary
3/15/21	EFT4675	Christopher A. Burt	150.00	Salary
3/15/21	EFT4676	Automatic Data Processing, Inc.	6,772.31	Payroll taxes and withholdings
3/16/21	9708	ACWA-JPIA	8,283.33	KID and employee health benefits contributions
3/16/21	9709	Aramark Uniform Services	82.37	Shop Rag Service
3/16/21	9710	Byrd Industrial Electronics	2,051.76	SCADA Update WIN 911
3/16/21	9711	Underground Service Alert	28.15	Digalert
3/16/21	9712	EM Print Studio	198.45	Safety Vests
3/16/21	9713	Eurofins Eaton Analytical, Inc.	400.00	Waater Sample Analysis
3/16/21	9714	Ferguson Waterworks #1083	3,379.62	T-10 Water Meters
3/16/21	9715	Foothill Municipal Water District	1,036.66	Administrative Fee
3/16/21	9716	Generator Services Co.	2,153.48	Majpr Servicing (oil, fuel, sensors, flush)
3/16/21	9717	Geotab USA, Inc	21.13	Fleet Management Software
3/16/21	9718	Interstate Battery Systems	402.27	Maintenace Supplies
3/16/21	9719	Matt Chlor Inc.	184.87	Valve & 1/2" PVC
3/16/21	9720	McMaster Carr	1,024.52	Maintenance Supplies
3/16/21	9721	Public Water Agencies Group	289.08	March - Emergency Preparedness Program
3/16/21	9722	SC Fuels	1,111.85	Fuel for Generators
3/16/21	9723	Ultimate Cleaning Solutions, Inc.	75.00	Cleaning Service
3/16/21	9724	Utility Service Co., Inc.	5,248.24	Monthly Tank Maintenance
3/16/21	9725	Arthur Aragon	26.08	Reimbursement: Postage & Numbers for Vehicles
3/16/21	9726	Michele ferrell	32.48	Reimbursement: Nitrogen Gas
3/17/21	9727	Walid Slim	650.00	Net Refund on deposit for Fire Flow Test
3/17/21	9728	LA County Registrar-Recorder/Cc	75.00	Notice of Exemption Payment (Villa Heights Proj)
3/17/21	EFT4677	Automatic Data Processing, Inc.	104.35	Payroll Processing Fee
3/17/21	EFT4678	Arco Gaspro Plus	1,088.79	Fleet Vehicle Fuel
3/17/21	EFT4679	Athens Services	215.69	Trash Pick up
3/17/21	EFT4680	CA Public Employees Ret. Sys.	5,900.97	KID and employee retirement contributions
3/17/21	EFT4681	Century Business Solutions	359.77	Credit Card processing Fee
3/17/21	EFT4681V	Century Business Solutions	359.77	Voided to Adjust Dollar Amount
3/17/21	EFT4682	Pasadena Municipal Services	1,719.50	Electricity for Wilcox Well
3/17/21	EFT4683	Southern California Edison Co.	12,635.15	Electricity for 13 sites
3/17/21	EFT4684	Spectrum	339.92	Phones & Internet

Kinneloa Irrigation District
Check Register
For the Period from March 1, 2021 to March 31, 2021

Date	Check #	Payee	Amount	Description
3/17/21	EFT4685	Umpqua Bank	2,801.31	credit cards - see attached detail
3/17/21	EFT4686	VeriCheck, Inc.	102.43	echeck processing fees
3/31/21	EFT4687	Automatic Data Processing, Inc.	96.92	Payroll Processing Fees
3/31/21	EFT4688	American Messaging Services	34.99	Pager Service
3/31/21	EFT4689	AT&T Mobility	148.40	Mobile Phones
3/31/21	9729	Arthur Aragon	3.60	Reimbursement: Postage
3/31/21	9730	BrightView Landscape Services	1,490.00	Landscaping Service
3/31/21	9731	Joel Bundy	21.22	Reimbursement: Mileage
3/31/21	9732	Clinical Lab of San Bernardino	24.00	Water Sample Analysis
3/31/21	9733	Eurofins Eaton Analytical, Inc.	200.00	Water Sample Analysis
3/31/21	9734	Hill Brothers Chemical Co.	467.00	Sodium Hypochlorite (80 - 1 Gallon Bottles)
3/31/21	9735	McMaster Carr	236.61	Maintenance Supplies
3/31/21	9736	Perry Thomas Construction Co.	9,016.03	Hasting Heights Service Repair
3/31/21	9737	SA Associates	1,944.00	Design: Sierra Madre Villa Heights Proj.
3/31/21	9738	Ultimate Cleaning Solutions, Inc.	75.00	Cleaning Service
3/31/21	EFT4690	Bernadette C. Allen	349.04	Salary
3/31/21	EFT4691	Arthur M. Aragon	1,717.15	Salary
3/31/21	EFT4692	Joel D. Bundy	1,813.77	Salary
3/31/21	EFT4693	Christopher A. Burt	2,213.81	Salary
3/31/21	EFT4694	Timothy J. Eldridge	117.33	Salary
3/31/21	EFT4695	Michele M. Ferrell	2,198.41	Salary
3/31/21	EFT4696	Brian L. Fry	2,133.54	Salary
3/31/21	EFT4697	Gerrie G. Kilburn	138.53	Salary
3/31/21	EFT4698	Juan R. Tello	1,811.62	Salary
3/31/21	EFT4699	Melvin L. Matthews	4,036.72	Salary
3/31/21	EFT4700	Christopher A. Burt	150.00	Salary
3/31/21	EFT4701	Automatic Data Processing, Inc.	7,283.66	Payroll taxes and withholdings
3/31/21	EFT4702	Century Business Solutions	359.87	Credit Card processing Fee

Credit Card Detail Umpqua Bank

March 2021

(Expenses incurred/billed in March and due/paid in April)

Acct. No.	Account Description	Additional Description	MLM	CAB	BLF	JDB	MF	JRT	TOTAL
1511	Water Treatment Plant								\$0.00
1514	Computer/Office Equip.	JDB:Battery Backups (2), Monitors (2)				\$602.20			\$602.20
5010	Maintenance Supplies	BLF:Marking Paint, Paint Mixing Paddle & Paint Brush, batteries JRT:Anti-freeze, Spray paint, gloves, flashlight CAB:Spring-loaded true Union Y check, Fan Filters, Distilled water, Root Killer JDB:Pager holster, Hyd. Flow Test kit		\$546.50	\$90.05	\$764.70		\$77.16	\$1,478.41
5012	Safety Equipment	BLF: JDB: Rain Jacket, Rain Boots, Coveralls, Shirts				\$301.14			\$301.14
5022	Training/Certification								\$0.00
5025	Water Treatment/Analysis	MM: JDB:							\$0.00
5035	Vehicle Maintenance	CAB:Tires BLF:Reg. Maint. MF: Replaced handles & locks		\$713.28	\$52.37		\$1,007.78		\$1,773.43
5036	Fuel								\$0.00
6017	Adm. Travel								\$0.00
6021	Adm. & Bd. Exp.								\$0.00
6024	Customer/Public Info	MM: Streamline JDB: Advanced Corded Mouse					\$200.00		\$200.00
6035	Office/Computer Supplies	BLF:				\$222.26			\$222.26
6036	Postage/Delivery	JDB: Stamps, UPS return				\$352.43			\$352.43
6040	Professional Dues								\$0.00
6050	Telephone	MM: Answering Service(Alert)	\$75.00						\$75.00
6051	Mobile Phone								\$0.00
6053	Internet Service		\$156.65						\$156.65
6059	Computer/Software Maint.	MM: Scada Software - Win 911							\$0.00
6061	Office Equipment Maint.								\$0.00
6075	Outside Services								\$0.00
6081	Permits/Fees								\$0.00
TOTAL			\$231.65	\$1,259.78	\$142.42	\$2,242.73	\$1,207.78	\$77.16	\$5,161.52

General Manager's Report for the Board of Directors Meeting on April 20, 2021

I. Customer Account Information and Internet Usage

A. Delinquent Accounts –

- 18 accounts received past-due notice
- 18 accounts received late charges in the total amount of \$296.31
- 5 accounts received door hanger shut off notice
- 0 accounts were shut off for non-payment
- 0 accounts remain shut off for non-payment

B. Aged Receivables –

Month	Current	30 days	60 days	90 days or greater	Total
April 2020	\$20,241.55	\$3,075.96	\$320.44	\$24.85	\$23,662.80
May 2020	\$21,330.64	\$2,628.19	\$261.22	\$159.13	\$24,379.18
June 2020	\$26,619.22	\$1,657.73	\$0.00	\$0.00	\$28,276.95
July 2020	\$35,672.74	\$1,791.06	\$44.66	\$0.00	\$37,508.46
August 2020	\$27,970.57	\$2,624.99	\$0.00	\$0.00	\$30,595.56
September 2020	\$32,787.39	\$3,299.78	\$181.77	\$0.00	\$36,268.94
October 2020	\$35,165.98	\$3,020.50	\$1,102.31	\$97.99	\$39,386.78
November 2020	\$31,925.74	\$6,497.96	\$98.72	\$0.00	\$38,522.42
December 2020	\$28,288.75	\$3,101.55	\$91.68	\$0.00	\$31,481.98
January 2021	\$28,043.73	\$2,463.01	\$0.00	\$0.00	\$30,506.74
February 2021	\$57,645.25	\$4,554.82	\$0.00	\$0.00	\$62,200.07
March 2021	\$31,003.72	\$2,623.39	\$0.00	\$0.00	\$33,627.11

C. Website Usage and Online Payments –

Month	Users	Page Views	Online Payments	Online Amount
April 2020	268	729	87	\$16,741.06
May 2020	296	798	92	\$15,222.42
June 2020	459	994	92	\$19,899.20
July 2020	354	1166	98	\$27,411.85
August 2020	276	708	100	\$30,398.55
September 2020	277	608	91	\$27,761.46
October 2020	278	654	109	\$35,098.93
November 2020	248	591	93	\$29,258.42
December 2020	253	560	110	\$33,318.03
January 2021	245	555	101	\$28,824.49
February 2021	287	551	104	\$27,957.69
March 2021	398	892	103	\$20,741.82

II. General Manager's Projects and Activities

- A. **Employee Performance Reviews** – Completed all performance reviews with staff
- B. **Advanced Meter Infrastructure** – Continued to work with vendor to prepare for installation of communication gateways and initial 50 meter installations
- C. **Annual Audit** – Field work was completed by auditor
- D. **Pipeline Project** – Contractor has submitted all required contract documents for the Sierra Madre Villa/Villa Heights pipeline improvement project
- E. **Employee Recruitment** – Reviewed applications for the open Administrative Assistant position
- F. **Activities/Meetings/Webinars/Conferences***
 - 1. KID Staff Meetings
 - 2. PWAG Emergency Coordination Update & Discussion
 - 3. KID Board Meeting
 - 4. FMWD Board Meeting
 - 5. FMWD Managers Meeting
 - 6. LAFCO Board Meeting
 - 7. PWAG Board Meeting
 - 8. Subeca Installation Field Meetings
 - 9. Able Software (Utility Star) Meeting to discuss Subeca billing interface (Zoom meeting)
 - 10. Water Use Trends in 2020 (Webinar)
 - 11. SCADA Win-911 Mobile Alert System Installation
 - 12. FMWD Budget Meeting

* Organization Acronyms:

ACWA – Association of California Water Agencies

ACWA JPIA – Association of California Water Agencies Joint Powers Insurance Authority

AWWA – American Water Works Association

CalTRUST – Investment Trust of California Joint Powers 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

Incident Reports and Facility Activities

A. Incident Reports –

Customer Leaks	System Leaks	Water Waste	Water Quality	Customer Service*	Comments
1	1	0	1	2	System leak was on service line; Rusty water reported by customer on Edgecliff at main line dead end (Line was flushed at fire hydrant to solve problem)

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

B. Current and Completed Capital Improvement, Facilities Improvement, Maintenance and Repair Projects and Activities –

1. Routine daily and monthly activities
 - a. Operator training
 - b. Meter and transmitter maintenance and replacement
 - c. Water samples
 - d. Vehicle and equipment maintenance and testing
 - e. Facility cleanup
 - f. Production meter readings and report to RBMB
 - g. Chlorine generator maintenance
 - h. Meter reading
 - i. Customer service calls
 - j. Responding to Underground Service Alerts (USA's) to mark our pipelines
2. Facility and Equipment Repair and Maintenance for March
 - a. Replaced meter box, meter and transmitter for customer on Edgecliff Lane
 - b. Repaired Cl₂ leak on generator tube at K-3 Well
 - c. Repaired Cl₂ leak at ball valve in pump vault at K-3 Well
 - d. Repaired service line leak and replaced meter and transmitter on Hastings Heights Rd
 - e. Repaired fire hydrant leak by replacing stem with new "O" ring.
 - f. Repaired Cl₂ leak on discharge tube at Holly Tanks
 - g. Acid clean inlet and outlet on Cl₂ pump at K-3 Well
 - h. Acid clean Cl₂ pump for Delores Tunnel to solve low residual
 - i. Replace broken meter box and installed traffic lid for customer on Barhite Street
3. Capital Improvement and Maintenance Projects for 2021 (Completed or in progress)*
 - a. Sierra Madre Villa and Villa Heights Pipeline Improvement Project (Competitive bidding completed) (CIP, EP, OPS)
 - b. Truck replacement – Replace one pickup truck that is 22 years old (CIP)
 - c. Reservoir inspection and washout (MR)
 - d. Advanced meter infrastructure – Install communication gateways and install water meter registers and transmitters at 50 locations (CIP, OPS, MR)
 - e. Annual service on six generators (MR)
 - f. Efficiency tests and preventative maintenance on all pumps and motors (MR)
 - g. Production meter tests for accuracy (MR)

C. Future Capital Improvement Projects, Facilities Improvement, Maintenance and Repair Projects* –

1. Brown/Glen Pipeline Improvement Project (Design phase in progress) (CIP, EP, OPS)
2. House Tunnel Pipeline repair (MR)
3. High/Low Tunnel Pipeline inspection and repair if needed (MR)

*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

III. Water Supply Summary as of February for the Watermaster Year July 2020 through June 2021

Raymond Basin Groundwater (Acre Feet)		Kinneloa Irrigation District Water Tunnels (Acre Feet)	
Water Rights	516	Eucalyptus	3
Prior Year Carryover	52	Far Mesa	3
Less Temporary 30% Reduction in Water Rights	-155	Delores	1
Leases/Exchanges	207	House	0
Prior Year Spreading	93	Holly High/Low	3
Short Term Storage	134		
Current Year Spreading	0		
Total Allowable Extractions	847		
Less Water Extracted YTD This Watermaster Year	-518	Current Tunnel Monthly Production	10
Remaining Allowable Groundwater Extractions through June 2021	329	Remaining Estimated Tunnel Production through June 2021	40
Total Available Water Supply (Remaining Allowable Groundwater + Remaining Estimated Tunnel Production through June 2021)		369 Acre Feet	
Less Remaining Forecasted Retail Water Sales through June 2021		-174 Acre Feet	
Surplus Water through June 2021*		195 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 generally 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 2019-2020 year, 119 Acre-Feet were sold to the City, 52 Acre-Feet were carried over to 2020-2021 and 134 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 774 Acre Feet in a long-term storage account. Additions to long-term storage are no longer permitted but withdrawals can be made at any time to supplement allowable extractions. However, since long-term storage is considered by KID staff to be an emergency supply, we do not plan to use or sell this water now.

IV. Water Samples and Test Results – To be presented in May



1
**National, Statewide,
 & Los Angeles County
 Covid-19**
Daily Case updates

The data / information below is compiled from the CDC, multiple Los Angeles County Press releases, and, other reliable data and news sources:

The US & Statewide Updates

- Covid-19 pandemic: Tracking the global coronavirus outbreak. [BBC.com](https://www.bbc.com)
- From the CDC: United States COVID-19 Cases and Deaths by State—click [here](#) .

<i>USA Daily Cumulative Totals</i> (Data is from the CDC) Updated Apr 13, 2021		<i>California Totals</i> (See here) Last Updated: Apr 13, 2021	
Total Cases	Total Deaths	Total Cases	Total Confirmed Deaths
31,076,891	559,741	3,604,395	59,258
+61,526 <i>New Cases*</i>	+569 <i>New Deaths*</i>	+1,568 (+0%) <i>New Cases*</i>	+9 (+0.1%) <i>New Deaths*</i>
<p><u>USA Average New Cases</u> Avg New Cases yesterday: 66,832 Avg New Cases 2-weeks ago: 59,624 Increase from one week ago: 12.1% See: here</p> <p><u>Vaccines Across the USA</u> Total Doses Distributed: 245,364,805 Total Doses Administered: 192,282,781</p> <p>From the CDC (see: here)</p>		<p><i>California COVID-19 Vaccine Dashboard Posted Apr 13, 2021</i></p> <hr/> <ul style="list-style-type: none"> • 23,243,392 Doses Administered • 371,263 Average doses per day • 6,313,523 Partially vaccinated • 8,871,326 Fully vaccinated • 4,856,000 Doses on hand (13 days of inventory) • 28,799,070 Doses delivered <p>https://covid19.ca.gov/vaccines/#California-vaccines-dashboard</p>	

**Compared to the previous reports' data*

Los Angeles County*

Date	New Deaths	Daily New Cases	5-day average cases	Daily Hospitalizations	5-day average Hospitalizations
Apr 13	23	448	594	471	496
Apr 12	3	411	646	470	516
Apr 11	10	546	660	492	533
Apr 10	37	813	632	508	548
Apr 9	48	752	543	540	561
Apr 8	52	710	499	572	571
Apr 7	53	479	525	552	576
Apr 6	23	406	568	568	592

** As a reminder, data is reported from the day before*

Key takeaways from today's LA County COVID-19 Press Release: ([click here](#))

- To date, Public Health identified **1,226,596 positive cases of COVID-19** across all areas of L.A. County and a total of **23,498 deaths**.
- There are 471 people with COVID-19 currently hospitalized and 25% of these people are in the ICU. Testing results are available for more than 6,223,000 individuals with 18% of people testing positive.
- Los Angeles County is in the orange tier of the State's Blueprint for a Safer Economy that allows for permitted activities in several key sectors with safety measures in place. In order to move to the less restrictive yellow tier, the County's case rate must be less than 2 new cases per 100,000 people and test positivity must be less than 2%.
- Today, the State released updated numbers; L.A. County's adjusted case rate slightly increased from 3.1 new cases per 100,000 people to 3.2 new cases per 100,000. The test positivity rate remained at 1.5% and in areas with the fewest health affirming resources, L.A. County's test positivity rate remained at 1.9%.
- The State plans to fully reopen with safety measures on June 15 if there is enough vaccine supply for Californians 16 years and older to be vaccinated and hospitalizations rates remain stable and low, especially among fully vaccinated Californians.

If a workplace has at least three reported or confirmed COVID-19 cases in the workplace within 14 days, employers are required to call Public Health immediately at: 888-397-3993.

	<p><u>Los Angeles County’s Historic COVID-19 Data and Statistical Breakdown</u></p> <ul style="list-style-type: none"> • An interactive dashboard is available that provides an overview on COVID-19 testing, cases and deaths along with maps and graphs showing testing, cases and death data by community poverty level, age, sex and race/ethnicity—to view Public Health's COVID-19 Surveillance Dashboard, click here. • This map tracks the spread globally and locally. • For the County Health Department’s Covid-19 web page, see here. • For Spanish: click here.
<p>2 Various Emergency Situation Reports & Summaries</p>	<ul style="list-style-type: none"> • Click here for today’s FEMA’s Daily Operational Briefing. • Click here for today’s Cal OES Daily Situation Report. • Click here for today’s high-level summary of the L.A. County Emergency Operation Center's COVID-19 disaster response.
<p>3 Coronavirus Telebriefing <i>For Elected Officials, City Managers and County Departments</i></p>	<p style="text-align: center;">Thursday, April 15 2pm to 3pm 877-226-8163 Access Code: 1081478</p>
<p>4 Covid-19 <i>Around the World, the 50 states + Tidbits, News, Legislative Updates Science, & Data For Apr 12 – Apr 13</i></p>	<ul style="list-style-type: none"> • FDA recommends pause of Johnson & Johnson vaccine after blood clot cases: The Food and Drug Administration together with the Centers for Disease Control and Prevention (CDC) is recommending a pause in the rollout of the Johnson & Johnson COVID-19 vaccine after several instances of a severe blood clot in recipients. According to the FDA, there have been six reported cases of the rare and severe type of blood clot in over 6.8 million Johnson & Johnson vaccine recipients. "Right now, these adverse events appear to be extremely rare," the agency said on Twitter. "Treatment of this specific type of blood clot is different from the treatment that might typically be administered. CDC and FDA will further review these cases and assess their potential significance. However, until that review is completed, the FDA is "recommending this pause." Fox News • UK Strain Doesn’t Result in More Severe Covid-19 Among Hospitalized Patients: Study: The coronavirus variant first identified in the U.K. spreads more easily than older strains but doesn’t lead to more severe disease among hospitalized patients, a new study found. People infected late last year with the variant, known as B.1.1.7, had more virus in their bodies than patients infected with older strains, a sign the newer variant is more infectious, according to the study published online Monday by the medical journal the Lancet Infectious Diseases. But the patients hospitalized with B.1.1.7 didn’t die at higher rates or have worse outcomes overall. The findings add to scientists’ understanding of B.1.1.7’s impact, which has become especially important now that the strain has come to dominate cases in the U.K., U.S. and some other countries. Wall Street Journal • US flying blind with coronavirus variants: The United States is largely flying blind on the extent to which variants of the coronavirus are spreading. The U.S. lacks the needed genomic sequencing to track variants, a weakness that only recently has the Centers for Disease Control and Prevention begun to address.

	<ul style="list-style-type: none"> • The current surge of COVID-19 cases is being driven by the B.1.1.7 variant, now the most common lineage circulating in the United States. Some public health professionals say that adequate genomic sequencing would have warned the U.S. that B.1.1.7 was spreading much earlier. Genomic sequencing is a test that enables researchers to know if a particular case of COVID-19 is caused by the original strain or a variant and it can inform public health officials whether a variant strain is spreading. Washington Examiner • Canada reports first case of rare blood clot with AstraZeneca's Covid-19 vaccine https://www.cnn.com/world/live-news/coronavirus-pandemic-vaccine-updates-04-13-21/h_30f7c47734bb609d6f6d3499c2ac9c63 • South Africa suspends rollout of Johnson & Johnson Covid-19 vaccine https://www.cnn.com/world/live-news/coronavirus-pandemic-vaccine-updates-04-13-21/h_0f7ad0bfae807e180f13c2f03fa68616 • CDC Studies 'Breakthrough' COVID Cases Among People Already Vaccinated https://www.npr.org/sections/health-shots/2021/04/13/986411423/a-mystery-under-study-how-why-and-when-covid-vaccines-arent-fully-protective • CDC vaccine advisers will meet about Johnson & Johnson's vaccine tomorrow https://www.cnn.com/world/live-news/coronavirus-pandemic-vaccine-updates-04-13-21/h_981cf10985435804b4de6b5f3cde783a • Pregnant and postpartum women encouraged to receive Pfizer or Moderna vaccines in wake of J&J pause. https://www.cnn.com/world/live-news/coronavirus-pandemic-vaccine-updates-04-13-21/h_4e434486704ff2adabf95b0bc29f4b98 • Nearly 23% of US population is fully vaccinated against Covid-19, CDC data shows. https://www.cnn.com/world/live-news/coronavirus-pandemic-vaccine-updates-04-13-21/h_ad01d3e52b1e3ba83c712a9860ff3b42 • Michigan extends COVID workplace emergency rules that cover remote working, safety protocols. https://www.clickondetroit.com/news/michigan/2021/04/13/michigan-extends-covid-workplace-emergency-rules-that-cover-remote-working-safety-protocols/ • A Different Theory of COVID-19's Origin. https://slate.com/technology/2021/04/covid-lab-leak-theory-pandemic-research.html • NIH experts discuss post-acute COVID-19. https://www.nih.gov/news-events/news-releases/nih-experts-discuss-post-acute-covid-19 • NIH trial of anti-CD14 antibody to treat COVID-19 respiratory disease begins https://www.nih.gov/news-events/news-releases/nih-trial-anti-cd14-antibody-treat-covid-19-respiratory-disease-begins • Mapping Severe COVID-19 in the Lungs at Single-Cell Resolution https://directorsblog.nih.gov/2021/04/13/mapping-severe-covid-19-in-the-lungs-at-single-cell-resolution/
<p style="text-align: center;">5</p> <p style="text-align: center;">COVID-19 Vaccine Updates <i>Promising Treatments and LA County Vaccine Information</i></p>	<ul style="list-style-type: none"> • What are the differences between COVID-19 Vaccines? See here • From Stat News: Here's a guide to some of the most talked-about efforts to treat or prevent coronavirus infection, with details on the science, history, and timeline for each endeavor, click here. • The Johns Hopkins Center for Health Security has an extensive list of commercial and lab-developed tests. • Here's the latest on COVID-19 vaccines: National Geographic (updated April 6, 2021) • Answering Key Questions About COVID-19 Vaccines. JAMA Network

	<ul style="list-style-type: none"> • Following all the different types of COVID vaccines that are being developed, like mRNA and adenovirus vaccines, can be confusing. Learn more about different vaccine techniques and the significance of each approach in our guide to vaccine development. • Click here for the link to the DPH Covid-19 Vaccine page
<p style="text-align: center;">6 Stay up-to-date <i>Covid-19</i> Statistical & Data Links</p>	<ul style="list-style-type: none"> • Excellent for tracking global and in the USA—the data is also broken down by state and is prepared by the Coronavirus COVID-19 Global Cases by Johns Hopkins University: https://coronavirus.jhu.edu/map.html • Tracking the novel coronavirus in the U.S.: For a very interesting graphic, by county in the USA—click here. This graphic and data are presented by Reuters News Agency. • NPR tracks where coronavirus cases are on the rise. • Chart: Each State’s Stay-at-Home Orders and Reopening Dates • This series of maps shows how states are responding to COVID-19, and this website, created and maintained by MultiState Associates, has an up-to-date list of executive orders and various travel restrictions. • This site offers COVID-19 projections assuming full social distancing and can be broken down by state. • The Reopening Protocols, COVID-19 Surveillance Interactive Dashboard, Roadmap to Recovery, Recovery Dashboard, and additional things you can do to protect yourself, your family and your community are on the Public Health website, www.publichealth.lacounty.gov. • Pandemic Preparedness Resources • Tracking Coronavirus in Los Angeles County--click this link from the Los Angeles Times. • Cases and Deaths Associated with COVID-19 by Age Group in California click here. • Coronavirus coverage from National Geographic may be found here. • COVID-19 / SARS-CoV-2 Quick Links Collection: https://caresiliency.org/quick-links/2019-novel-coronavirus/ • State of California, most up-to-date press releases (courtesy of CSDA) • List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19) See: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19 • CDPH guidance supersedes the June guidance and is in effect now (Nov 17, 2020): https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx <p><i>State guidance regarding water utilities (compiled from ACWA’s website):</i></p> <ul style="list-style-type: none"> • State Water Board sends a message stating that the “provision of potable water is an essential function.” • State Water Board provides a fact sheet on drinking water systems and a guidance document for public water systems. • Gov. Newsom issues Executive Order to authorize local governments to halt evictions and protect against utility shutoffs. • State guidance re: essential workers: https://covid19.ca.gov/essential-workforce/



MEMORANDUM

To: Public Water Agencies Group

From: James Ciampa

Re: COVID-19 Vaccine Issues

Date: March 23, 2021

A question was recently posed regarding an employer's obligation to pay an employee for time taken to obtain the COVID-19 vaccine. There are two elements to that issue: (1) whether the employer is requiring its employees to get vaccinated; and (2) application of the new California law (SB 95) regarding COVID-19 paid leave.

As to the first issue, if an employer requires an employee to obtain the COVID-19 vaccine, the employer must pay for the time it takes for the vaccination, including travel time. The rationale for this is that because the employer is requiring the vaccine, the employer is exercising control over the employee with respect to the vaccination. That control makes the time spent in obtaining the vaccine “hours worked” for which the employee must be compensated. Note that this means that time is considered work time and the employer CANNOT require the employee to use paid sick leave for that time. In addition, the employer should also cover the cost of the vaccine (if applicable) because the California Labor Code requires employers to reimburse employees for their reasonable business-related expenses (which would include vaccines if employers “require” or “urge” employees to get vaccinated).

Thus, if the employer has a vaccine requirement, the employer will need to pay its employees for the time spent in obtaining the vaccine.

As to the second issue, on March 18, the Legislature passed SB 95 (Skinner), and Governor Newsom signed that bill into law on March 19. The new law will take effect on March 29 and will impose new obligations on employers **with more than 25 employees** with respect to various COVID-19 issues, including a new state-level COVID-19 paid leave.

The new law establishes new requirements to provide COVID-19 Supplemental Paid Sick Leave for employees unable to work or telework due to one of the qualifying reasons set forth in the new law. Those reasons include:

- Being subject to a quarantine or isolation order under applicable state or county orders or guidelines;
- Being advised to self-quarantine by a doctor;
- Having COVID-19 symptoms and seeking a medical diagnosis;
- Caring for a family member who is in quarantine, isolation or self-quarantine;
- Caring for a child whose school is closed;
- Attending a COVID-19 vaccine appointment; or
- Experiencing symptoms related to receiving the COVID-19 vaccine that prevent the employee from working or teleworking.

Full-time employees will receive up to 80 hours of this supplemental leave and part-time employees will receive a pro-rated amount of that leave based on their usual work schedule. The paid sick leave provided under SB 95 is to supplement other paid sick leave and thus is in addition to other paid sick leave provided to an employee. The new law limits the amount of leave to be paid to a maximum of \$511 per day and a total of \$5,110 for the maximum 10 days of leave.

Another aspect of SB 95 is that it applies retroactively, back to January 1, 2021. Thus, the law can require a covered employer to compensate employees with the COVID-19 Supplemental Paid Sick Leave for the period between January 1, 2021 and March 29, 2021, if an employee requests such retroactive payment.

There is also a notice requirement under the new law, and the Labor Commissioner is in the process of developing a model notice that can be used. That notice can be provided to employees by e-mail.

Lastly, the COVID-19-related paid sick leave costs are likely recoverable under the Coronavirus Local Fiscal Recovery (“CLFR”) Fund established under the federal American Rescue Plan Act. That \$130 billion fund will provide financial assistance to local governments. The Group’s members will likely need to pursue that funding from the state, and more information will be forthcoming on that process. However, agencies that desire to seek such funding should begin to do the following: (1) assemble finance, and other relevant, staff members in order to determine the scope of potentially qualified expenses that were incurred; (2) assess all costs associated with or potentially associated with the agency’s response to COVID-19; (3) assess all losses sustained that are associated with or potentially attributable to COVID-19; and (4) prepare records of such costs and losses to substantiate any claims for CLFR payments.

We will further discuss these issues on our March 29 COVID-19 call.

COVID-19 RETURN TO WORK POLICY

Overview: It is the Kinneloa Irrigation District's policy have to ensure our workplaces are as safe as they can be. Communicating is a top priority that will allay fears, increase confidence, support our employees and customers in the best way possible, and be flexible in the ever-revolving "new normal" for COVID-19.

Workplace Safety

Based on guidance provided by the California Department of Public Health, following is our policy to govern the return to work of any District employee who: (A) has experienced symptoms of COVID-19, has tested positive for COVID-19 or has had close contact with a person who has had COVID-19 or been tested positive for COVID-19; or (B) has been fully vaccinated.

For purposes of this Policy, the term "COVID-19 symptoms" include fever, chills, cough, congestion or runny nose, difficulty breathing, sore throat, fatigue, body or muscle aches, loss of taste and/or smell, loss of appetite and diarrhea.

For purposes of this Policy, the term "close contact" means someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period (that is, within the 48 hours before that individual developed their symptoms).

Note that current CDC Guidance provides: "Anyone who has had close contact with someone with COVID-19 and who: (i) developed COVID-19 illness within the previous 3 months; **and** (ii) has recovered; **and** (iii) remains without COVID-19 symptoms, **does not** need to stay home."

A. COVID-19 Positive or Symptoms, or Close Contact: Following are the specified time periods that must pass before a District employee may return to work at a District facility under various scenarios where the employee has had COVID-19 symptoms, tested positive for COVID-19 or has had close contact with a person who contracted COVID-19:

1. Employee tests positive for COVID-19 but does not have any COVID-19 symptoms:
Employee may return to work after at least 10 days have passed since the date of the first positive COVID-19 and no COVID-19 symptoms have developed.
2. Employee tests positive for COVID-19, with COVID-19 symptoms:
Employee may return to work after: (a) at least 1 day (24 hours) has passed since the employee had a fever (body temperature of over 100.4 degrees) without the use of fever reducing medication, and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath, but not loss of taste or smell), and (c) at least 10 days have passed since the COVID-19 symptoms first appeared.
3. Employee tested negative for COVID-19, but has COVID-19 symptoms:

Employee may return to work after: (a) at least 1 day (24 hours) has passed since the employee had a fever (body temperature of over 100.4 degrees) without the use of fever reducing medication, and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath, but not loss of taste or smell), and (c) at least 10 days have passed since the COVID-19 symptoms first appeared.

4. Employee tested negative for COVID-19, and does not have any COVID-19 symptoms:
Employee may return to work immediately, subject to any restrictions resulting from a close contact (see Item 7 below).

5. Employee has not been tested but has COVID-19 symptoms:
Testing is highly recommended. However, the Employee may return to work only after: (a) at least 1 day (24 hours) has passed since the employee had a fever (body temperature of over 100.4 degrees) without the use of fever reducing medication, and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath, but not loss of taste or smell), and (c) at least 10 days have passed since the COVID-19 symptoms first appeared.

6. Employee has not been tested and does not have any COVID-19 symptoms:
Employee may return to work immediately, subject to any restrictions resulting from a close contact (see Item 7 below).

7. Employee has had close contact with someone who has COVID-19 or has tested positive for COVID-19, but the employee has not tested positive and has not had any COVID-19 symptoms.
Employee may return to work after being quarantined at home for 14 days after the last known contact with the case patient.

8. Employee has had close contact with someone who has COVID-19 or has tested positive for COVID-19, and the employee has either tested positive for COVID-19 or has experienced COVID-19 symptoms.
If the Employee tests positive after having close contact, the Employee may return to work after being quarantined at home for 14 days after the last known contact with the case patient.

If the Employee develops his or her own symptoms after a close contact, the employee may return to work only after: (a) at least 1 day (24 hours) has passed since the employee had a fever (body temperature of over 100.4 degrees) without the use of fever reducing medication, and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath, but not loss of taste or smell), and (c) at least 10 days have passed since the COVID-19 symptoms first appeared.

B. Vaccination: Employees are encouraged to receive the COVID-19 vaccine and, if applicable, shall return to work as soon as possible after they are fully vaccinated. An employee is considered to be “fully vaccinated” two weeks after they have received the second dose of a 2-dose series of vaccine (such as the Pfizer or Moderna vaccines) or two weeks after they receive a single-dose vaccine (such as the Johnson & Johnson vaccine).

1. Fully vaccinated employees should continue to wear face masks, comply with social distancing requirements and follow all other workplace protocols in place until otherwise instructed by their supervisor. They also remain subject to the District’s COVID-19 entrance protocols.
2. For an employee, who is not yet fully vaccinated, the employee may return to work with the consent of his or her supervisor, subject to any conditions specified in Section A, above. Such an employee shall continue to follow all COVID-19 protocols, including wearing of face masks, complying with social distancing requirements, avoiding crowds and poorly ventilated places, using hand sanitizer and frequent hand washing.
3. As with any non-vaccinated employee, any fully vaccinated employee who experiences any COVID-19 symptoms should immediately leave the District’s facilities to determine whether further action or quarantine is necessary.
4. The District desires to return all its employees to District facilities as soon as possible and with as few restrictions as possible, while ensuring the safety of all employees. The hope is that getting all employees fully vaccinated as promptly as is feasible and permissible will expedite that return.

COVID-19

Los Angeles County Department of Public Health Responding to COVID-19 in the Workplace

Recent Updates:

1/13/21: Updated to reflect new policy requiring quarantine for 10 days and self-check for symptoms from Day 11 to Day 14 after known exposure to COVID-19 or after travel into Los Angeles.

As COVID-19 cases are increasing in Los Angeles County, people should stay home and avoid interacting with others. Many essential workers do still need to go into work, however, putting them at risk of catching and spreading COVID-19. Employers need to be prepared to respond when a case of COVID-19 is identified or when there is a possible exposure to COVID-19 in the workplace.

A case is a person who has a positive viral (swab or saliva) test for COVID-19 or has been told by a doctor that they have COVID-19. Employers should have a plan in place for when a case is reported among staff. The plan should include sending the case/s home to self-isolate as well as sending home anyone who has had close contact with a case or cases to self-quarantine. As part of the plan, the employer should have a process for assuring that all quarantined employees have a way to get tested, so the employer can find out how much spread there is in the workplace and how much risk there is to other employees or visitors.

Workplace Prevention

The best way to avoid spread is to assure that everyone in the workplace follows basic rules for prevention:

- Physical distancing (employees, customers, and visitors all keep at least 6 feet away from each other, even when having conversations)
- Required [face coverings](#) for all employees, customers and visitors
- Promotion of frequent hand washing (this means restrooms must have enough soap, paper towels and other supplies) and employees must have time for handwashing
- Regular cleaning and disinfecting of surfaces that are touched often
- Making sure HVAC systems are in good working order and increasing flow, where possible. (See guidance on [ventilation](#) for more info.)
- Sick leave policies that allow employees to stay home when sick and to care for a sick household member(s) without risk of job loss or reduced hours. Make sure employees know about these policies.
- Symptom checks before employees enter the workplace

When there is a case or someone is exposed at the workplace

If an employee becomes sick or has had contact with a case (as defined above), that person must be sent home right away to self-isolate if they are infected or to quarantine if they have been exposed. As soon as a supervisor hears that someone is sick or has been exposed they should use an identified space to separate the person who is a case or who has been exposed from other staff. This means having a place for the person to wait if needed until they are able to leave the site and return home. In addition:

- The person should have a mask on at all times
- If the person is sick enough to need care, others should be masked, should limit how long they stay close to the person, and should wear other protective personal equipment (gloves, a gown) if needed and available.

All employers should follow LAC DPH [business re-opening checklists](#) to prevent spread of COVID-19 in their worksite. In most situations, these measures can prevent or slow further spread of COVID-19 in the workplace.

COVID-19

Los Angeles County Department of Public Health Responding to COVID-19 in the Workplace

Contact Investigation

Once a case is identified among employees, the employer should work to identify all close contacts (both employees and anyone else who spent time at the site) who were exposed to the case during the infectious period.

- A case is infectious from 2 days before their symptoms first started until their isolation ends (see [Home Isolation Instructions](#) for People with COVID-19).
- A person who does not have any symptoms but has had a positive COVID-19 test is considered to be infectious from 2 days before their test until 10 days after their test.

A close contact is anyone at the workplace who was near the case while they were infectious:

- Within 6 feet of the case for a total of 15 minutes or more over a 24-hour period, or
- Contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

Anyone who has had close contact with a case must quarantine at home for 10 days. Their quarantine can end after Day 10 if no symptoms have developed and if from Day 11 through Day 14, they monitor their health and are extra careful with regular COVID-19 precautions. All close contacts to a case are urged to test for COVID-19. Staff who must isolate or quarantine that cannot work from home should be given paid sick leave.

Note that quarantine for 10 days is also required for any staff person who traveled into Los Angeles County from anywhere outside Southern California whether they are a resident returning home or a new arrival. An employee who comes to work after travel should be instructed to return home to follow the rules for quarantine described just above. This rule applies whether or not the person has any symptoms of COVID-19 or any knowledge that they have been exposed to someone sick. See [Health Officer Travel Order](#) and FAQs for details related to the travel quarantine.

Targeted Testing

Targeted testing can be used to assess spread after one or more cases has been identified at a workplace. By testing people who worked or had a connection to the case or cases, an employer can find out how far spread has gone in the workplace. Note that if targeted testing identifies a second case, a new investigation has to be started around the new case to see if there are more areas of spread.

Testing Resources

- Employees with insurance should call their doctor to get tested and then report results to the employer.
- Employees with no insurance or whose doctors cannot provide testing, can visit covid19.lacounty.gov/testing or call 2-1-1 for help finding a free testing site. Results from these tests must be reported to the employer.
- In large workplaces, Employee Health may be able to provide the testing or bring in a private testing company.
- Wherever testing of close contacts occurs, employees must report results to the employer. This allows the employer to carry out additional cycles of contact identification, quarantine and testing if a close contact of the original case tests positive.

Role of Targeted Testing

It is important to know what targeted testing can and cannot do and how it should affect case management.

Targeted testing may help:

- Identify asymptomatic COVID-positive employees among those who are known or believed to have had contact with a case so that further spread can be limited or avoided.
- Targeted testing does NOT:
- Get rid of the need to investigate to see who has had contact with a case so that close contacts can be quarantined.

COVID-19

Los Angeles County Department of Public Health Responding to COVID-19 in the Workplace

- Give an exact picture of who was infected by the case. Testing tells you about a single point in time. A person may test negative a few days after having close contact with a case and become ill on Day 5 or 6 after contact. This means any close contacts will need to quarantine for the full 10-day period plus monitor their health while following precautions (wearing a mask, physical distancing, and hand washing) for 4 more days even if their test is negative.
- If there are three or more laboratory confirmed COVID-19 cases identified at a workplace, the employer should report the cluster to the Los Angeles County Department of Public Health at 1-888-397-3993.

Return to Work

If a sick employee who is sent home with a fever or other symptoms that could be COVID-19, who tests negative on a COVID-19 test or is told by their doctor that they do not have COVID-19, may return to work 24 hours after their fever has gone away without the use of fever-reducing medications and their symptoms have improved.

If they fail to get tested or be seen by a doctor, they must stay home in isolation for at least 10 full days from the start of their symptoms and 24 hours after they are fever-free without fever-reducing medications and their symptoms have improved. If they are still sick on Day 10, they must continue to stay home under their symptoms have improved and they have been fever-free for 24 hours without the help of any fever-reducing medication.

Cases can return to work after their isolation ends. Contacts and people who have traveled may return after their quarantine ends as long as no symptoms developed while they were out. Staff who have completed the required isolation or quarantine period can return to work and resume usual activities. A letter from Public Health or a negative COVID-19 test is not needed for staff to return to work.

Outbreak Response

If a cluster occurs at a worksite, LAC DPH will begin a cluster response. A cluster is defined as 3 or more cases of COVID-19 among people who may have had some contact at work. The cluster response includes providing infection control guidance and recommendations, technical support, and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the worksite response.

Summary

With broad community spread of COVID-19, employers should act as if everyone in the workplace could be infected with COVID-19 and take responsibility for avoiding spread. This means ensuring that everyone wears a face covering and that employees keep at least 6 feet apart. The number of people in the workplace should be limited and cleaning and hand hygiene must be followed. Contact LAC DPH to manage clusters when they occur. Targeted testing of asymptomatic close contacts in the workplace is a recommended tool for employers to use to assess if additional workplace exposures may have occurred.

Additional Information

- COVID-19 FAQs for Managers <http://www.ph.lacounty.gov/media/Coronavirus/docs/business/FAQ-Managers.pdf>
- Home quarantine instructions for close contacts to COVID-19 ph.lacounty.gov/covidquarantine
- Home isolation instructions for people with COVID-19 ph.lacounty.gov/covidisolation

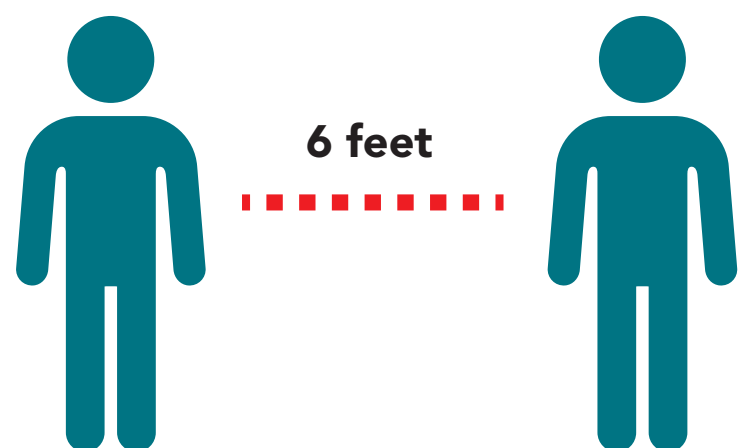
See the LAC DPH COVID-19 [website](#) for additional resources related to COVID-19.



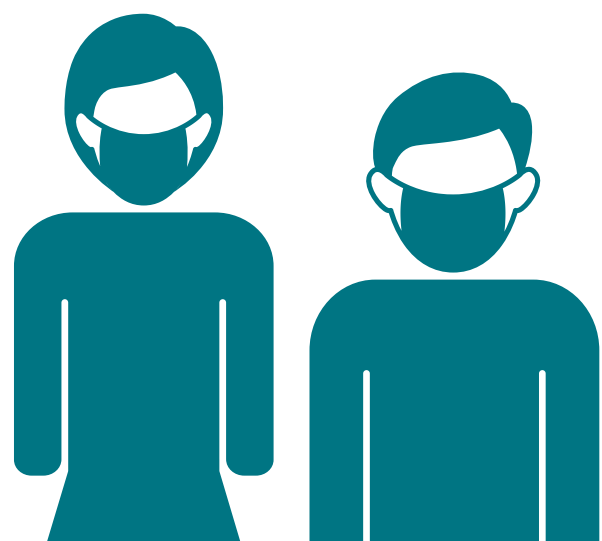
Protect Yourself and Others from COVID-19



Stay home if you are sick with a cough, shortness of breath, difficulty breathing, fever or chills or if you are currently under quarantine or isolation.



Stay 6 feet away from other customers and staff as much as possible.



Wear a face covering over your nose and mouth while you are here.



Clean your hands with soap and water or hand sanitizer after contact with frequently touched surfaces.

Protocols for Office Worksites: Appendix D

Effective Date: 12:01am on Monday, April 05, 2021

Recent Updates: (Changes are highlighted in yellow)

4/2/21: Updates protocol for Orange Tier to allow non-essential offices to reopen at 50% occupancy, although telework is strongly encouraged.

COVID-19 case rates, hospitalizations, and deaths continue to fall, but community spread still remains moderate. COVID-19 continues to pose a high risk to communities and requires all people and businesses to take precautions and modify operations and activities to reduce the risk of spread.

Due to Los Angeles County entering the “Orange Tier” of the State’s Blueprint for a Safer Economy framework, this protocol has been updated to lift some local activity-specific restrictions. Office Worksites should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

This protocol outlines public health modifications to assist office worksites to remain in compliance with the County of Los Angeles Health Officer Order. The following issues are critical and must be addressed to ensure that workers and consumers remain reduce the risk of spread as we transition to a more open phase:

- (1) Protecting and supporting employee and customer health
- (2) Ensuring appropriate physical distancing
- (3) Ensuring proper infection control
- (4) Communicating with the public
- (5) Ensuring equitable access to services

These five key areas must be addressed as your facility develops any reopening protocols.

Note that Office-Based Worksites that operate retail establishments, restaurants or gyms and fitness establishments should adhere to the following protocols, as appropriate:

- DPH Protocols for [Retail Establishments](#)
- DPH Protocols for [Restaurants](#)
- DPH Protocols for [Gyms and Fitness Establishments](#)

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name:

Facility Address:

Maximum Occupancy,
per Building Code:

Approximate total square footage of
space open to the public:

Date Posted:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those who are pregnant, and those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- Additional protections like shifts in job duty that allow employees that are vulnerable to work from home have been provided whenever possible.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Entry screenings** are conducted before employees, vendors, delivery personnel, and other visitors may enter the workspace, in compliance with LACDPH [Entry Screening Guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees' arrival or through alternative methods such as on-line check in systems or through [signage](#) posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
 - **Negative Screen (Cleared).** If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter and work for that day.
 - **Positive Screen (Not Cleared):**

- If the person was not fully vaccinated¹ against COVID-19 and had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Workers are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#).
 - Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on [responding to COVID-19 in the workplace](#).
 - In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or on-line at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response. The Department of Public Health will need the facility's immediate cooperation to determine whether the cluster of cases constitutes an outbreak of COVID-19.
 - Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The face mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask **must** wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves **must** not be used. All employees must wear face masks at all times except when working alone in private offices with closed doors or when eating or drinking. The exception made previously for employees working in cubicles with solid partitions exceeding the height of the employee while standing is overridden until further notice.
 - To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
 - Occupancy is reduced and space between employees is maximized in any room or area used employees for meals and/or breaks. This has been achieved by:

¹ People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

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- Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
- Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
- Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- Employees are instructed to wash, if applicable, or replace their face masks daily.
- All occupied desks, individual workstations or individuals on production lines are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time.
- All employees, vendors and delivery personnel have been provided instructions regarding maintaining physical distancing and the use face masks when around others.
- Break rooms, restrooms and other common areas are disinfected hourly, on the following schedule:
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Soap and water are available to all employees at the following location(s):

- Employees are allowed frequent breaks to wash their hands.
- Workers are provided time during their shifts to implement cleaning practices. Cleaning assignments should be assigned during working hours as part of the employee's job duties.
- Each worker is assigned their own tools, equipment and defined workspace whenever possible. Sharing of workspaces and held items is minimized or eliminated. Where items must be shared, they are disinfected between shifts or uses, whichever is more frequent, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared work stations, etc. with a cleaner appropriate for the surface.
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- Office-based businesses that must open indoors for business operations that cannot be done remotely must limit indoor occupancy as follows. Unless staff at all office-based businesses are fully vaccinated² against COVID-19, the number of employees in the office-based business worksite is limited at any one time such that employees can easily maintain at least a six-foot distance from one another at all practicable times but in no case more than 50% of the maximum occupancy of the office-based business worksite.

Maximum number of customers in the facility limited to: _____

Maximum number of employees in facility per floor is limited to: _____

- Essential office-based businesses that are open for indoor essential operations that cannot be done remotely must limit indoor capacity to 75% of maximum occupancy.
- Tape or other markings have been placed at least six feet apart anywhere where individuals may have to line up, both inside the workplace and outside its public entrances, with signs directing employees and visitors to use the markings to maintain distance.
- Employees have been instructed to maintain at least six feet distance from customers, guests and from each other; employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Elevator capacity is limited to the number of people that can be accommodated while maintaining a 6-foot physical distance between riders; during peak building entry and exit times, this number can be adjusted to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear face masks. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- To ease elevator traffic, stairwells have been opened for “up” or “down” traffic with increased cleaning of stairwells.
- Furniture in areas that are open to the public (e.g., lobby, reception areas, or waiting rooms) is separated to support physical distancing.
- Customer service windows or reception counters have been separated by 6 feet to allow for physical distancing.
- Workspaces, cubicles, etc. are redesigned to ensure for six feet between employees.
- Common areas (e.g., break rooms and kitchenettes) are closed or restricted, using barriers, or by increasing physical distance between tables/chairs in breakrooms and kitchenettes where personnel are likely to congregate and interact.
- Employees are discouraged from congregating in any area, but especially common areas or high traffic areas such as break rooms, bathrooms, hallways, and stairwells.
- To the extent possible, flow of traffic within the workplace is modified to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).
- Employees have been instructed to discontinue handshakes or other forms of greeting that break physical distance.

² People are considered fully vaccinated for COVID-19 2 weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen].)

- In-person meetings are strongly discouraged in favor of virtual meetings. If in-person meetings are absolutely necessary, these meetings must be limited to 15 or fewer participants and all participants must wear cloth face masks, no eating or drinking during the meeting, and the meeting must be held in a room that is large enough for participants to easily maintain physical distancing of 6 feet or greater from other participants.
- Nonessential travel is discontinued.

C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- [Entry screening](#) is conducted before visitors may enter any of the establishment's indoor or outdoor areas. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills, and whether the individual is currently under isolation or quarantine orders. (See County [Entry Screening](#) guidance.) These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance of a facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- Visitors arriving at the establishment are reminded to wear a face mask at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves must not be used. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- Shared materials or objects (e.g., staplers, three-hole punches pens, coffee mugs etc.) have been eliminated, to the greatest extent possible.
- [Enhanced cleaning](#) of entire office space is completed on a regular basis.
- To the extent possible, doors, trash cans, etc. are contactless.

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- Common areas and frequently touched object such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, elevator switches and buttons, touch screens, printers/copiers, and handrails are disinfected hourly using EPA approved disinfectants and following the manufacturer's instructions for use.
- Disinfectant and related supplies are available to all employees at the following location(s):

- Contactless payment systems are in place or, if not feasible, payment systems are sanitized hourly. Describe:

- If possible, customer service or reception areas have plastic barriers installed to limit contact between employees and visitors.
- To the extent possible, visitors to the worksite are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number and email address. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor children) their information is captured in the visitor log.
- To the extent possible, movement of visitors to the worksite is limited to designated areas such as the reception or lobby area, customer service area, conference or meeting rooms, and public rest rooms.
- If necessary, staff are available to direct guests to meeting rooms upon entry to office space rather than congregating in lobbies or common areas.
- Visitors arriving at the worksite with children must ensure that their children stay next to a parent, avoid touching any other person or any item that does not belong to them, and are masked if age permits.
- Restrooms normally open to the public remain open to the public if the public can enter the facility.
- Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.
- Use of digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas) is encouraged.
- Break rooms, restrooms, and other common areas are being disinfected hourly, on the following schedule:
 - Break rooms: _____
 - Restrooms: _____
 - Other: _____
- Building infrastructure that supports bike commuting is open and capacity for bike storage increased if possible.
- Sharing of communal food is prohibited.
- Optional - Describe other measures (e.g. providing senior-only hours, incentivizing non-peak sales):

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all public entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit: <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face mask, etc.). See the County DPH COVID-19 Guidance: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business> for additional resources and examples of signage that can be used by businesses.
- Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- Online outlets of the workplace (website, social media, etc.) provide clear information about hours, required use of face masks, policies in regard to making appointments, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

COVID-19

Los Angeles County Department of Public Health Entry Screening

Recent Updates: (Changes highlighted in yellow)

4/2/21:

- Require screening to determine whether person is currently under isolation or quarantine orders when screening on entry to a workplace, store, or other site.
- Add a question whether the person is subject to Health Officer Isolation or Quarantine Order.
- Add “new loss of taste or smell” as a screening symptom.
- Allow entry of persons who have been exposed to a person known to have COVID-19 if they are fully vaccinated.

Entry screening of employees, volunteers, contract workers, or visitors must be part of an organization’s strategy to limit the spread of COVID-19 at their facilities. This document provides guidance and a sample template for screening an individual before they enter the facility. Please note that 1) **entry screening can also be done remotely** or through other methods that may be more convenient and 2) taking an actual measurement of temperature at the point of entry is recommended but optional as long as the screening process determines if the individual has experienced fever.

If entry screening is done in-person, ensure that:

- The screening area permits privacy and confidentiality for the person being screened.
- The person being screened is wearing a mask and maintains six feet of physical distance from the screener during the entire screening process.
- The screener is wearing a mask and, ideally, a face shield. The screener uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to and after, screening each person if there is any physical contact or exchange of documents.
- Screeners are properly trained in the use and cleaning of thermometers if onsite temperature measurement is done. Non-contact thermometers are preferable, but if a thermometer that requires contact is used, cleaning is done after each use.

All documentation related to entry screening and measurement of body temperature should be retained for at least 3 months to assist in any look-backs that may be required in the event that one or more persons subsequently develop COVID-19.

Individuals should not be permitted entry if they report having had symptoms within the past 10 days, if they have an elevated body temp (greater than or equal to 100.4°F or 38°C), or **if they are currently subject to a Health Officer Isolation or Quarantine Order**. Individuals who have had contact with a person known to have COVID-19 in the previous 10 days should also be prohibited, **unless they have documentation that they have been fully vaccinated¹ against COVID-19**. The preferred form of documentation is the “COVID-19 Vaccination Record Card” though other forms of written documentation such as an email from a provider showing the type of vaccine, the date(s) it was administered and that it was the final dose in the series are also acceptable. The attached template may be used to assure that screening is complete.

¹ **NOTE: For the purposes of this guidance, people are considered “fully vaccinated against COVID-19” two (2) weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna) or two (2) weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).**

COVID-19

Los Angeles County Department of Public Health Entry Screening

NAME OF COMPANY			
SCREENING LOCATION	SCREENING CONDUCTED BY	DATE OF SCREENING	TIME OF SCREENING

EMPLOYEE/VISITOR NAME

I. Verbal Screening

1. Has the person had any of the following symptoms **within the last 10 days**?

a. Fever (at or over 100.4°F or 38°C)	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
b. Chills	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
c. Cough	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
d. Shortness of breath/difficulty breathing	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
e. New loss of taste or smell	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes

2. Has the person had contact with a person known to be infected with or suspected to have Coronavirus Disease 2019 (COVID-19) **within the last 10 days**?

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
--------------------------	----	--------------------------	-----

3. **Is the person subject to a quarantine or isolation order?**

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
--------------------------	----	--------------------------	-----

4. **Is the person fully vaccinated against COVID-19?**

<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
--------------------------	----	--------------------------	-----

Temperature Screening

1. Employee Body Temperature:	2. Is temperature above normal , i.e., at or over 100.4°F or 38°C?
	<input type="checkbox"/> No <input type="checkbox"/> Yes

1. Conclusion

- **Negative Screen (Cleared).** The individual has no symptoms, no contact to a known COVID-19 case, **AND is not under an isolation or quarantine order. They can be cleared to enter the facility. An individual with contact to a known case BUT who is fully vaccinated can also be cleared to enter.**
- **Positive Screen (Not Cleared).**
 - The individual has had contact to a known COVID-19 case in the last 10 days **AND is not fully vaccinated.**
 - The individual has had symptoms within the last 10 days. Provide them with [COVID-19-Learn about Symptoms and What to do If You are Sick](https://www.ph.lacounty.gov/covidcare) (English [ph.lacounty.gov/covidcare](https://www.ph.lacounty.gov/covidcare); Spanish [ph.lacounty.gov/covidcuidado](https://www.ph.lacounty.gov/covidcuidado))

Check One:

<input type="checkbox"/>	Individual Cleared to enter facility
<input type="checkbox"/>	Individual Not Cleared to enter facility

Screening Conducted By:

PRINTED NAME	PAYROLL TITLE
SIGNATURE	DATE

Sol Price School of Public Policy
University of Southern California

This is to certify that

Melvin Matthews

has completed

Executive Education in Public Policy

February 19, 2021 and February 26, 2021



Frank V. Zerunyan J.D. LL.D. (hc)
Professor of the Practice of Governance,
Director of Executive Education Forum,
Director and University Liaison to ROTC Programs

Dana P. Goldman, Ph.D.,
Interim Dean, Sol Price School of Public Policy,
Leonard D. Schaeffer Director's Chair, Schaeffer Center
for Health Policy & Economics, Item 8 - Page 1
Distinguished Professor of Public Policy, Pharmacy, and Economics

TO: KINNELOA IRRIGATION DISTRICT (K011)

FROM: David deBernardi, Director of Finance 

DATE: February 1, 2021

RE: Rate Stabilization Fund Report

Enclosed is the Rate Stabilization Fund Report for your agency including backup documentation. For those agencies that have a balance that exceeds the attachment point, a check for the amount over the attachment point is also enclosed. Approximately 195 members are receiving a check with this report. Total refunds approximate \$6.2 million.

The Rate Stabilization Fund was established in 1999 to help stabilize the fluctuating cycle of refunds and billings for prior policy years. In 2001, the Executive Committee authorized expanding the fund to include all pooled programs.

The report has several parts. It starts with the beginning balance, the amount on the books for each member before adjustments. The first adjustment is the Liability Program's 10/1/18-19 policy year deposit premium for actual payroll vs. estimated payroll. Afterwards, there are adjustments for the Liability, Property and Workers' Compensation programs. These program adjustments are Retrospective Premium Adjustments for prior policy years that still have open claims. Finally, if the resulting balance is negative by more than 40% (or positive by more than 70%) of the attachment point, the district is billed (refunded) for the difference.

Also enclosed in the back of the document is your agency Catastrophic Fund (CAT Fund) statement. This report discloses the activity in the CAT Fund for the both the liability and workers' compensation programs.

It should be noted that each agency's balance is maintained separately for both Rate Stabilization Fund and CAT Fund and not all agencies' balances change at the same rate.

If you have any questions regarding the Rate Stabilization Fund or any of the adjustments, please call (800) 231-5742 or e-mail me at ddebernardi@acwajpia.com.

CONGRATULATIONS!

ACWA JPIA
 PO BOX 619082
 Roseville, CA 95661-3700
 (800) 231-5742

California Bank and Trust
 520 Capitol Mall
 Suite 100
 Sacramento, CA 95814-4714

722
 Date: 03/10/2021

Pay To
 The Order of KINNELOA IRRIGATION DISTRICT

Seven Thousand Nine Hundred Fifty Five Dollars and 08 Cents

\$\$\$7,955.08**

KINNELOA IRRIGATION DISTRICT
 1999 KINCLAIR DRIVE
 PASADENA, CA 91117
 United States

Walter A. Smith

James S. Hering

Void after 6 months



ACWA JPIA
 V000499--KINNELOA IRRIGATION DISTRICT
 Print As: KINNELOA IRRIGATION DISTRICT

1999 KINCLAIR DRIVE
 PASADENA, CA 91117

722
 California Bank and Trust
 CBTGen_1961 1961
 Date: 03/10/2021

Date	Bill #	Reference Number	Agency	Amount Entered	Term	Amount Paid
Acct	Memo	Department ID			Discount	
03/10/2021	9/30/20 RSF Refund					
35000--Rate Stabilizatio	Kinneloa ID JID# K011... as of 9/30/20 - \$795	P70	JPIA	\$7,955.08	\$0.00	\$7,955.08

ACWA JPIA
 V000499--KINNELOA IRRIGATION DISTRICT
 Print As: KINNELOA IRRIGATION DISTRICT

1999 KINCLAIR DRIVE
 PASADENA, CA 91117

722
 California Bank and Trust
 CBTGen_1961 1961
 Date: 03/10/2021

Date	Bill #	Reference Number	Agency	Amount Entered	Term	Amount Paid
Acct	Memo	Department ID			Discount	
03/10/2021	9/30/20 RSF Refund					
35000--Rate Stabilizatio	Kinneloa ID JID# K011... as of 9/30/20 - \$795	P70	JPIA	\$7,955.08	\$0.00	\$7,955.08



1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneloairrigationdistrict.info

Memo

Date: April 13, 2021
To: Board of Directors
From: Mel Matthews
Subject: Administrative Assistant

I am pleased to introduce Krystle Barba as the KID's new **Administrative Assistant**. Krystle was among the candidates recommended to me by the head of the Water Technology Program at Citrus Community College and I considered her an ideal candidate for an entry level position. She has obtained a D2 certification from the State Water Resources Control Board and originally applied for the **Facilities Operator** position. Although she will be primarily responsible for office tasks, she will be trained in both office and field tasks.